

Project Officers

Application deadline: September 22, 2019

The Absolutely Fabulous Theatre Connection (AFTEC) is a bilingual arts-in-education charity and a LCSD Venue Partner. Working in three strategic areas -- Arts for Change, Youth Empowerment and Learning & Participation – we allow the arts to inspire young people by providing alternative creative and interactive learning approaches in a diversity of sites. Established since 2008, AFTEC was selected as a top 10 high impact NGO in the PwC Community Mentoring Programme on social impact assessment in 2015 as well as recipient of the HK Arts Development Council's Arts Education Award 2014 & 2017.

AFTEC is seeking to fill **Project Officer vacancy** and is looking for people who are enthusiastic about project and event management and who enjoy working and interacting with different generations of people, including Special Educational Needs children and youths.

The suitable candidate will support the Project Manager to:

- Facilitate the operation and event logistics of **signature arts-in-education programmes** - eg workshops, training courses, tours and cultural outings - from event organization to on-site execution;
- Work closely with vendors and partners, including school and youth centre staff, parents, tutors and students;
- Monitor adherence to project timelines and budgets;
- Prepare project proposals and reports for funding bodies.

We are looking for enthusiastic and aspiring arts administrators with the following attributes:

- Hong Kong permanent resident;
- College or university education level with interests in the arts and cultural fields;
- A minimum of 2 years' experience in organising events / arts administration. Fresh graduates with relevant experience will also be considered;
- Proficient in MS Office (Word, Excel, Powerpoint). Chinese word processing;
- Responsible, diligent and dedicated, patient and able to work with SEN students;
- Strong communication skills and able to work independently;
- Good oral and written communication skills in English and Chinese. Mandarin is an advantage.

Please send application with CV and expected remuneration to teresa@aftec.hk. Shortlisted applicants shall be invited for face-to-face interviews within 3 weeks of the application deadline. Data collected is for recruitment only and will be treated in the strictest confidence.

Enquiries: 2520 1716

www.aftec.hk