

About Hong Kong Ballet

Hong Kong Ballet is one of the premier classical ballet companies in Asia and is internationally recognised as a top institution that represents Hong Kong's unique character. Since 1979 Hong Kong Ballet has evolved into a vibrant performing arts organisation with accomplished dancers and a strong repertoire composed of a range of stunning, technically challenging productions. The company has grown and flourished over the years, and today engages a roster of over 45 dancers from all over the world. Led by Artistic Director, Septime Webre, Hong Kong Ballet's repertoire combines 19th to 21st century classical masterpieces, acclaimed contemporary works and newly commissioned ballets performed to audiences in Hong Kong and abroad. hkballet.com

We are seeking a high caliber candidate to fill the following position:

Assistant Development Manager / Senior Development Officer

The candidate should have a passion for promoting the arts and be a customer-oriented professional with experience and a proven track record in marketing, PR and event management.

Main Responsibilities

- Report to the Development Director and be responsible for the development and implementation of various fundraising events and donation programmes
- Develop promotional and fundraising materials including sponsorship proposals and presentations
- Develop and maintain strong relations with sponsors, partners, patrons and supporters
- Monitor sponsorship and donation database and prepare reports
- Work closely with various departments on different corporate sponsorships and donation programmes

Requirements

- University graduate in Business Administration, Marketing, Event Management or related discipline
- Minimum 5 years' relevant experience in marketing or business development
- Experience in building, managing and developing relationships
- Ability to plan, monitor and implement projects and events
- Excellent written and spoken English and Chinese (including Mandarin)
- Proficiency in MS Word, Excel, PowerPoint and Chinese Word processing
- Detail-orientated, team-player with initiative, open to flexible working hours
- Candidate with less experience will be considered as Senior Development Officer

Interested parties please submit application with detail CV, current and expected salary to

HK BALLET

香港芭蕾舞團

NEVER
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recruitment@hkballet.com or by post to Human Resources Department at G/F, 60 Blue Pool Road, Happy Valley, Hong Kong.

(Data collected would be used for recruitment purpose only.)