



Chung Ying Theatre Company 中英劇團 www.chungying.com

Established in 1979, Chung Ying Theatre Company (CYTC) is a reputed theatre organisation financially supported by the Government of the HKSAR and a Venue Partner of Kwai Tsing Theatre, dedicating to promote dramatic arts and paying special effort on educational and outreach programmes. CYTC is one of the first local theatre companies introducing “Theatre-in-Education” to Hong Kong. We are now looking for high calibre professional to join our dynamic team.

Production Manager 製作監督

Duties:

1. To lead and manage the in-house production team and to liaise with other freelance designers for productions;
2. To supervise, manage and coordinate all production elements including but not limited to scheduling crew and facility requirements;
3. To work closely with different aspects of contractor including lighting, sound, scenery, props and rigging; and
4. To prepare budgets for production expenses.

Requirements:

1. Diploma/Degree in Theatre and Entertainment Arts or equivalent;
2. At least 10 years of technical and production management experience in performing arts;
3. Be proficient in AutoCAD and other current software such as Sketchup; other technical knowledge such as lighting, sound and automation platform operations is preferred;
4. Excellent communication, budgetary and time management skills;
5. Former full time working experience in a theatre company is an advantage;
6. Good command of written and spoken in English and Chinese.

Salary and Benefits

Salary is commensurate with qualifications and experience of the successful candidate. Fringe benefits include rest days, public holidays, annual leave, sick leave, maternity leave, paternity leave, medical insurance, employee’s compensation insurance and MPF.

Interested parties please send application letter together with full CV (in both **Chinese and English**) and expected salary to **Ms. Leung, Administration Department, Chung Ying Theatre Company, G/F, 10 Borrett Road, Hong Kong**, or by e-mail to **hr@chungying.com** on or before **18th September 2019**. All applications will be treated in the strictest confidence. Applicants who are not invited for interview by **4th October 2019** may consider their applications unsuccessful. Enquires Tel: 3961 9835

(Personal data collected will be used for recruitment purposes only.)