



香港藝術節 Hong Kong Arts Festival

The Hong Kong Arts Festival is a non-profit organization committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following:

PART-TIME TICKETING ASSISTANT (October to December 2019)

Responsibilities:

Responsibilities include issuing tickets, verifying bookings, handling of ticketing matters and clerical work.

Requirements:

- F.6 and above;
- 2 years working experience in ticketing industry;
- Experience in URBTIX ticketing system is an advantage;
- Good computer skills including MS Word & Excel;
- Detail-minded, responsible, sensible and quick learner;

Please apply before **30 September 2019** with full resume stating current and expected salary, and a covering letter outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF's mission.

Applications should be sent by mail to HR & Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through hr.recruit@hkaf.org.

HKAF is committed to equal opportunity employment.

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