



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:

Outreach Graduate Intern (Oct 2019 – Mar 2020)

Responsibilities:

1. To assist in coordinating all operations, recruitment, and detailed arrangement of the Young Friends Scheme and other Outreach programmes;
2. To assist the administration and documentation of the Outreach activities and ensure smooth running of all programmes;
3. To assist in liaising with schools, institutions and artists to implement and ensure smooth running of the Outreach pre-show workshops;
4. To perform on-site duties in the HK Arts Festival period which require working on evenings and weekends during the Festival.

Qualifications:

- Degree or Diploma holder, fresh graduates are welcome;
- Passionate in performing arts administration and willing to learn;
- Dedicated, responsible, self-motivated and well organized;
- Proficiency in MS Office applications, especially Microsoft Excel;
- Experience in organising art related event preferred;
- Immediate availability preferred

Application should be sent by email through afyfs@hkaf.org before **26 September 2019 (Thu)** (Subject: 2020 Hong Kong Arts Festival - Outreach Graduate Internship) with full resume, and a covering letter outlining skills and experience which are relevant to the above requirements.

HKAF is committed to equal opportunity employment.

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