



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:

Deputy/ Assistant Outreach Manager (Project Based)

Job Description:

1. Coordinate the outreach and school activities of a production produced by the Festival;
2. Deliver school lectures, demonstrations, workshops and other educational activities with the support of artists and instructors;
3. Responsible for the promotion and administration of the project and delivering the final project report.

Requirements:

1. Degree or Diploma holder with 5 or more years of relevant working experience;
2. Strong project management, analytical, problem-solving and communication skills;
3. Dedicated, self-motivated and well-organized;
4. Proficiency in MS Office;
5. Immediate availability preferred.

Candidates with less work experience will be considered for the post of Assistant Outreach Manager.

Please apply before **26 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.)