

TOOLBOX PERCUSSION

敲擊襄

Toolbox Percussion proactively drives percussive arts programme in Hong Kong, curating ambitious music projects and challenging the best in the field whilst also continually nurturing new musical talent in innovative ways. We are a creative incubator of activities working to mark new music happen by commissioning, developing, collaborating, rehearsing, performing, recording and touring contemporary performances.

### **Administrative Assistant (1-year Contract)**

Reporting to the Artistic Director and Company Manager, you will be a vital member of the Toolbox International Creative Academy team that is responsible for the TICA 2020 & 2021 program.

The suitable candidate will support us:

- by assisting in planning and implementation of key projects to positively impact on the promotion of percussive arts;
- by providing effective administrative and logistics support mainly for the project of *Toolbox International Creative Academy*; and
- by assisting in the formulation and realisation of marketing and promotion plan for the programme to build heightened awareness and for expanding reach and impact.

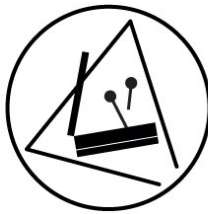
We are looking for an experienced arts administrator with the following attributes:

- degree holder or equivalent (Fresh graduates who are passionate about contemporary music and wish to pursue a career in arts administration are welcome to apply)
- experience in arts and cultural management / marketing / social service or related sector an advantage
- strong sense of responsibility, self-motivated, detail-oriented and well-organised
- good communication and writing skills in both English and Chinese
- Proficiency in Apple iOS, MS Office applications, Chinese Word Processing and Google Suite
- good inter-personal and multi-tasking skills
- Hong Kong Permanent Resident

Successful candidate will be offered a 1-year contract with possibility of renewal subject to review. Salary offered will commensurate with qualifications and experience.

**Application Deadline:** 22 Sept 2019

**Application:** Interested candidate please send application with full resume, current and expected salary, date of availability to [upbeat@toolboxpercussion.org](mailto:upbeat@toolboxpercussion.org) Shortlisted applicants shall be invited for face-to-face interview within 3 weeks of application deadline. Applicants who are not invited to an interview within 2 months from the closing date should consider their applications unsuccessful. Data collected is for recruitment only and will be treated in the strictest confidence.



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(All information provided will only be used for recruitment-related purpose. Candidates not invited for interview within eight weeks may consider their applications unsuccessful and the applications will be retained for six months.)

**Enquiries:** [yingyiho@toolboxpercussion.org](mailto:yingyiho@toolboxpercussion.org)

Website: [www.toolboxpercussion.org](http://www.toolboxpercussion.org) / [www.ticafestival.org](http://www.ticafestival.org)



香港藝術發展局  
Hong Kong Arts Development Council

敲擊襄為藝發局資助團體

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