

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.

Marketing Officer (18-month 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:

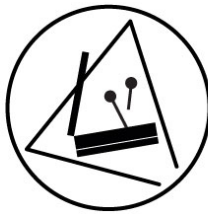
- in meaningful key projects to positively impact on the promotion of percussive arts;
- by assisting with the development and delivery of comprehensive marketing campaigns that align with the troupe's strategic direction mainly for the project of *Toolbox International Creative Academy*; and
- by researching new promotional opportunities and carrying out other duties as set out in the position description.

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

- degree holder or above with at least 1 year full-time working experience in arts and cultural management / marketing / social service or related sector
- flexibility and ability to work independently
- with knowledge and passion in percussion / contemporary music / performing arts / theatre production an advantage
- self-initiative, proactive, dynamic and ability to meet tight deadlines
- good computer skills including proficiency in Microsoft Office, Apple iOS, Google Suite, knowledge on Adobe applications and graphic design software preferred
- good interpersonal skills and a team player
- confidence in delivering promotional text and with copy-editing skills
- good written and communication skills in Chinese, English and good computer literacy in spreadsheet and presentation
- with good quantitative and analytical skills with good understanding of media tracking and analysis tools and social media
- Hong Kong Permanent Resident

Successful candidate will be offered a 18-month contract, salary offered will commensurate with qualifications and experience.

Application Deadline: 22 Sept 2019



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Application: Interested candidate please send application with full resume, current and expected salary, date of availability to 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.

(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

Website: www.toolboxpercussion.org / 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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