

About Hong Kong Ballet

Hong Kong Ballet is one of the premier classical ballet companies in Asia and is internationally recognised as a top institution that represents Hong Kong's unique character. Since 1979 Hong Kong Ballet has evolved into a vibrant performing arts organisation with accomplished dancers and a strong repertoire composed of a range of stunning, technically challenging productions. The company has grown and flourished over the years, and today engages a roster of over 40 dancers from all over the world. Led by Artistic Director, Septime Webre, Hong Kong Ballet's repertoire combines 19th to 21st century classical masterpieces, acclaimed contemporary works and newly commissioned ballets performed to audiences in Hong Kong and abroad. hkballet.com

We are seeking a high caliber candidate to fill the following position:

Artistic Operations Officer

Reporting to the Artistic Operations Manager, the Artistic Operations Officer is part of the Programme Team, and interfaces closely with the Artistic Director, the Artistic Team as well as Company Dancers and visiting international guest artists. The candidate will be responsible for co-managing relationships with company venues, including booking of rehearsal and performance venues, managing the participation of Hong Kong children in company productions, and facilitate Programme and Artistic teams on various aspects of company operations.

Main Responsibilities

- Liaise with different departments their needs on venues and arrange venue bookings
- Arrange Hong Kong work visa, accommodation and flight tickets for overseas guest artists
- Assist in music right clearance and music score management
- Assist in tour planning and logistic for company tours
- Assist Artistic team on managing the Artistic Director's calendar as well as managing the dancer pointe shoe allotments
- Do simple video editing
- Update archival records of Programme Department
- Work with the Programme and Artistic teams in hosting multiple international guest artists each season
- Plan and organize children audition for recruiting children dancers for Company's productions

Requirements

- University Degree holder with knowledge and/or experience in performing arts

- Having knowledge of music and ballet is an added advantage
- At least 2 years of working experience, preferable in arts administration
- Independent, proactive, detail minded and organized
- Excellent command in both written & spoken English and Chinese, fluent in Mandarin
- Proficiency in computer skills including Powerpoint, Excel, Word and video editing
- Able to work under pressure, and flexible working hours

Interested parties please submit application with detail CV, indication of availability, current and expected salary to recruitment@hkballet.com or by post to HR Department, G/F, 60 Blue Pool Road, Happy Valley, Hong Kong.

(Data collected would be used for recruitment purpose only.)