



香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

The Hong Kong Arts Festival is a non-profit organisation 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 outreach and educational events.

Suitable candidates are invited to apply for the following post(s):

Production Officer

Responsibilities:

1. Assist in production and stage management aspects of the all HKAF and No Limits programmes.
2. Supervise local contractors and freelance technicians/workers to ensure smooth delivery of the programmes.
3. Manage technical requirements, setup, and on-site logistical arrangements for surtitles.
4. Provide back-of-house support to the technical team.
5. Assist in arranging special licenses for stage productions.
6. Assist in organizing information lists and documentation.
7. Assist in tidying up inventory, preparing equipment labels, conducting stock taking, and maintaining the warehouse.
8. Required to work on weekends during the festival period.
9. Required to work outside regular office hours during the festival period.
10. Perform other duties as assigned.

Requirements:

1. A recognized university/academy advanced diploma in arts/stage/technical management, or equivalent;
2. Minimum 2 years of relevant experience with performing arts companies or arts organisations;
3. Familiarity with MS Office applications, usage of AutoCAD will be an advantage;
4. Experience in stage productions, including technical operations and storage management;
5. Self-motivated and be able to work under pressure and maintain tight schedule;
6. Good communication skills and fluency in written and spoken Chinese and English.

Please apply on or before **5 June 2026** with full resume stating current and expected salary, and a cover letter outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF mission.



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Applications should be sent by mail to the Human Resources and Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email to hr.recruit@hkaf.org.

HKAF is committed to equal opportunity employment.

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