



Job Title: Assistant Manager (Technical and Productions)
Department: Media Technology and Publishing Center
Job ID: 9718

Job Posting Details

The Media Technology and Publishing Center (MTPC) of HKUST is seeking an Assistant Manager (Technical & Productions) to serve in the University's Shaw Auditorium (SA). The responsibility of this position is to provide technical support for events and performances hosted in the Auditorium, while also assisting in the day-to-day operations of the SA's Technical Team. The successful candidate will also be involved in executing production plans for programs and events, ensuring their seamless and efficient execution.

Applicants should have a bachelor's degree or equivalent qualifications in performance arts or digital media specializing in theater, with at least 5 years of experience in providing technical and production support within a performing venue or performing arts group. The ideal candidate should possess the following qualities:

- *Proficiency in theatrical systems, including lighting, sound, rigging, digital media, and production setup*
- *Ability in collaborating with a team of technical staff and contractors to ensure tasks are completed within specified timelines and budgetary constraints*
- *Competence to work closely with various users to understand and support the execution of technical and production aspects aligned with artistic goals*
- *Provision of professional advice and contributions to plan the performing arts facilities and technical system equipment while accommodating users' requirements*
- *Strong sense of stage and event management, ensuring a smooth running of performances or events in the Auditorium*

The candidate should work proactively, independently and be attentive to details. They should also be team players with strong interpersonal skills and capability to effectively work with various stakeholders. (Duration: 2 years, renewable)

Starting salary will be commensurate with qualifications and experience. Fringe benefits including annual leave, medical and dental benefits will be provided. A gratuity will be payable upon successful completion of contract.

Application Procedure

In support of a green work environment, we accept applications submitted online only. To apply, please complete an online application form through the HKUST Careers website (<https://hkustcareers.ust.hk>) and return it online to the Human Resources Office on or before **Tuesday, 19 March 2024**. Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.

(Information provided by applicants will be used for recruitment and other employment-related purposes. Applicants should read the [Personal Information Collection Statement](#) before submission of application.)

HKUST is an equal opportunities employer and is committed to our core values of inclusiveness, diversity, and respect.