

## **Project Manager**

**(12-month contract with a possibility for renewal)**

Application deadline: 29 December 2023

Established in 2008, The Absolutely Fabulous Theatre Connection (AFTEC) is an award-winning charity that firmly believes in the power of the arts to inspire, motivate and transform, and use an integrated arts-in-education approach to enhance education and encourage creative learning. Our unusual creative learning programmes offer space for imaginative individuals looking for exciting and different perspectives on the arts. Our work is game-changing and has been recognised locally and abroad.

We are keen to locate an effective Project Manager to join our team to power the company towards creative learning and arts education alongside local and international professionals across multiple sectors.

Duties include:

- Manage and implement the arts and creative learning programmes including the preparation of documents
- Liaise with internal and external parties (sponsors, artists, schools, venues) to coordinate, organise and execute events
- Manage project preparation, execution and reporting
- Manage data collection for project support & progress
- Coordinate other office administration and supportive duties

Attributes for the successful candidate include:

- Permanent HK resident
- Degree holder in the arts education/ cultural fields
- 5-10 years' work experience in arts administration, education or other relevant disciplines, with at least 2 years of managerial experience
- A passion for the arts and education

- Creative and detail-minded
- Good communication, interpersonal, organisation and analytical skills
- Good leadership skills
- Self-motivated, able to work independently and multi-task
- Good command of spoken and written English and Chinese

Interested candidates please send your resume stating the date available, current and expected salary, and a cover letter outlining skills and experience relevant to the position. Applications can be sent by email to [calvinco@aftec.hk](mailto:calvinco@aftec.hk). Shortlisted applicants will be invited for an interview within 4 weeks.

*(Applicants not invited for interviews within 2 months may assume their applications are unsuccessful. Information provided will be treated with strict confidence, used and retained for recruitment purposes only.)*

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[www.aftec.hk](http://www.aftec.hk)