

Unlock Dancing Plaza is currently looking for suitable candidates to join their professional team:

Position: Part time Administrative Officer (open until the post is filled)

Duties and Responsibilities:

- Report to the General Manager and assist with the Programme Manager and Marketing Manager
- Providing full administrative support including data entry, updating and filing documents, procurement and maintenance of office equipment, stationery and suppliers, etc
- Assist in handling the studio rental and operations.
- Handling general enquiry from the public during on-duty office hours
- Basic company warehouse assistance
- Participating in ad-hoc assignments/projects as assigned
- 3-4 hours /day; 5days/ week (preferable)

Requirements:

- A degree holder or equivalent; preferably with experiences in Arts Administration or Cultural Management
- Independent, careful and organized with good interpersonal and communication skills
- Excellent in written Chinese and English, fluent in oral Cantonese and English;
- Proficiency in MS Office and Google;
- Enthusiastic in performing arts

Interested parties please send your full resume with covering letter and expected salary via email to admin@unlock.com.hk. All applications will be treated in strict confidence and personal information will only be used for recruitment related purpose.

About Unlock Dancing Plaza

Unlock Dancing Plaza is one of the most forward-thinking and adventurous contemporary dance company in Hong Kong. Determined to extend possibilities of dance making, Unlock aspire to develop a diverse performing arts ecology. Emancipate from institutionalized dance aesthetic, we propose to redefine dance as natural form of self-expression, honoring individuality, and breaking from the production-focused par for the course. In recent years, Unlock makes new attempt to conduct "Unlock Body Lab" - a series of research on dance and performances, initiates "dance-to- be" residency project, showcase platform, cultural exchange with overseas artists, and "#danceless" public participatory project.

Facebook: Unlock Dancing Plaza

Instagram: @unlockdancingplaza @danceless.unlock

Website: www.unlock.com.hk

Unlock Dancing Plaza is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 4 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment process.