



The Fringe Club

Development and Communications Manager

About Us

We are a vibrant contemporary arts space where artists create, perform, and exhibit their work, and art lovers gather to experience and connect. Since 1983, we have been an open and inclusive platform for the arts in Hong Kong—welcoming both emerging and established artists from the local and international scenes.

Position Summary

We are seeking a dynamic, resourceful, and motivated **Development and Communications Manager** to spearhead strategic partnership development, patronage growth and brand strategy, transforming our legacy into a must-support cultural movement. The successful candidate will be a key member of our team and report to the Board of Directors.

Key Responsibilities

Development & Sponsorship

- Identify, cultivate, and maintain relationships with sponsors, donors, patrons, and partners (individual, corporate, and foundation).
- Secure corporate, government, and individual funding through grants, campaigns, and donor programs
- Prepare compelling funding applications, grant proposals, and reports.

Brand Building

- Elevate our public identity via digital/social media, live experiences, and media relations.
- Build and maintain the Club's image and brand in alignment with its mission and values.
- Manage the Club's digital presence, including website content and social media platforms.

Communications & Marketing

- Develop and execute strategic marketing and communications plans to enhance public awareness and engagement.
- Oversee the creation of marketing collateral, press releases, newsletters, and promotional materials.
- Foster media relationships and manage media outreach.

Programme Promotion & Administration

- Design and promote individual/corporate membership schemes.
- Support programme teams in preparing and submitting proposals, contracts, and related documentation.
- Oversee administrative tasks related to sponsorship agreements, contracts, and reporting.

Requirements

- University degree with 6-10 years' relevant experience, ideally in arts, culture, or non-profit sectors.
- Proven track record in sponsorship, fundraising, or business development.
- Excellent written and verbal communication skills in English and Chinese (Cantonese and Putonghua).
- Experience with social media, digital marketing, and website management.
- Exceptional interpersonal and negotiation skills, strong in relationship-building and stakeholder management.
- Good business sense, organized, detail-oriented, able to manage multiple priorities.
- Established network within Hong Kong's arts, cultural, or philanthropy sectors.
- Willingness to work flexible hours, including public holidays.

How to Apply

Please submit your CV and a cover letter outlining your suitability for the role and stating your expected salary to yvonne@hkfringeclub.com. Applications will be reviewed on a rolling basis until the position is filled.
