



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 artists 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 posts:

Head Artist Coordinator / Artist Coordinators

Overview:

The Head Artist Coordinator leads and supervises the team of Artist Coordinators (ACs) throughout the project period, while also undertaking the duties of an AC during the Festival.

The ACs work closely with the Programme department to support all logistics and hospitality arrangements for visiting artists and companies. During the Festival period, ACs provide on-site support to visiting artists, manage their itineraries, coordinate logistical arrangements, and serve as the primary point of contact between the visiting artists and the HKAF office.

Responsibilities of the Head Artist Coordinator:

- Lead and supervise the team of ACs during the Festival period;
- Prepare relevant documents, including artist itineraries, contracts and rosters;
- Oversee all matters relating to the AC team;
- Coordinate the Festival's overall artist hospitality arrangements; and
- Undertake AC duties as detailed below.

Responsibilities of Artist Coordinators:

- Assist the HKAF office in preparing and updating the itineraries prior to the arrival of visiting artists;
- Provide on-site support to visiting artists throughout the Festival period, ensuring a smooth and timely delivery of performances, and chauffeuring artists to Festival-related activities as required;
- Act as a point of contact between the HKAF office and visiting artists by communicating information relating to itineraries, transportation, accommodation, rehearsals, performances and press interviews; and coordinating all related frontline logistical arrangements;
- Collaborate with various departments/units within the HKAF office, including marketing, ticketing, development, finance, outreach and technical team;
- Build and maintain positive relationships with visiting artists while fostering a welcoming and supportive environment;
- Attend production and programme meetings as required; and
- Perform other duties as assigned.

Period:

Both positions are project-based and require flexibility to work irregular hours, including evenings, weekends and public holidays.

Head Artist Coordinator

- Early-December 2026 to mid-February 2027: Part-time / Preparatory work
- 15 February to 22 March 2027: Full-time duties during the Festival period; and
- 23 March to 15 April 2027: post-festival reporting & wrap up

Artist Coordinators

- January to mid-February 2027: Preparatory work; and
- 15 February to 22 March 2027: Full-time duties during the Festival period

All successful candidates MUST attend the Festival briefing in January 2027.

Requirements:

- Excellent spoken and written communication skills in English and Chinese. Proficiency in additional languages, such as Korean, French, German, Russian, Bulgarian, Georgian, Kazakh or Slovenian, would be an advantage;
- Strong interpersonal and communication skills with a high level of attention to detail;
- The ability to manage competing tasks, work independently and perform effectively under pressure;
- Strong problem-solving skills and the ability to respond to issues in a timely and efficient manner;
- A collaborative, proactive and hands-on approach to work;
- Previous experience working in festivals and/or performing arts organisations;
- A keen interest in and enthusiasm for the arts; and
- Eligibility to work in Hong Kong.

Please apply before **11 November 2026** with full résumé stating current and expected salary, and a covering letter outlining skills and experience relevant to the above requirements and the fulfilment of the HKAF's mission.

Applications can 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 through hr.recruit@hkaf.org.

The HKAF is committed to equal opportunity employment.

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