



Hong Kong Festival Fringe Limited
香港中環下亞厘畢道二號 2 Lower Albert Road, Central, Hong Kong
電話 Tel: +852 2521 7251 | 傳真 Fax: +852 2868 4415
www.hkfringeclub.com | www.facebook.com/hkfringeclub

Arts Administration Trainee (12-Month Contract)

HKADC Junior Arts Administration/Production Internship Programme 2026

Position Overview

The Fringe Club is seeking a motivated and enthusiastic Arts Administration Trainee to join our team. This role provides valuable hands-on experience in arts administration, event coordination, and project development at one of Hong Kong's leading heritage arts venues. Working under supervision, the trainee will receive practical training and exposure to various aspects of arts administration and venue operations.

Key Responsibilities

Under supervision, the trainee will receive training and provide support in the following areas:

- Assisting in the planning and implementation of arts programmes and events
- Providing administrative support, maintaining project documentation, and coordinating internal communications
- Supporting venue operations, including booking coordination and ensuring compliance with house rules
- Liaising with artists, performers, hirers, and event organisers
- Documenting events (photo/video) and compiling evaluation reports
- Assisting in the preparation of the Annual Report
- Supporting marketing and audience engagement initiatives
- Handling general enquiries professionally and efficiently
- Assisting with marketing and promotional activities

Requirements

Applicants should:

- Hold an Associate Degree, Higher Diploma, or above from a Hong Kong tertiary institution (or equivalent qualification at QF Level 4 or above) obtained within the past three years
- Possess less than three years of full-time work experience
- Be aged 18 or above and a resident of the Hong Kong SAR
- Have an excellent command of written and spoken English and Chinese (including Cantonese and Putonghua)
- Demonstrate strong communication and interpersonal skills
- Show a passion for arts, culture, or heritage
- Be willing to work irregular hours, including weekends and public holidays

Application

Please send your full résumé, current and expected salary, and earliest availability to:

yvonne@hkfringeclub.com

*Supported by the Junior Arts Administration/Production Internship Programme under the Hong Kong Arts Development Council.