



City Contemporary Dance Company Limited (CCDC) is Hong Kong's first full-time professional company pioneering in contemporary dance. Over the past 44 years, CCDC has inspired and delighted audiences in Hong Kong and around the world with its superb modern dance performances. The Board of CCDC is seeking candidates interested in a rewarding career in the arts for the following position:

## Executive Director

As a key member of the top leadership, alongside the Artistic Director, the Executive Director will play a pivotal role in shaping the company's future. Reporting to the Board of Directors, he or she is responsible for business operations, funders and stakeholders engagements, strategic development, and are responsible for the overall performance of the Company, according to its vision and mission. For further information of the Company please visit [www.ccdc.com.hk](http://www.ccdc.com.hk)

### Responsibilities:

- To develop and implement strategic and business plans, maintain an open dialogue with stakeholders, and to drive organizational success.
- To oversee the overall budget of the Company;
- To oversee the company policies and procedures to ensure compliance with laws, regulations and standards;
- To handle all hired engagements and outbound tours of the Company;
- To oversee the smooth running of the Programme and Marketing Department, the Administration Department and the Technical Department;
- To prepare reports to the government and major sponsors, as well as papers and minutes for Board meetings;
- To represent the Company in networking and negotiations with funding bodies, local and overseas partners, sponsors;
- To act as spokesperson as requested for the Company's management via speaking engagements, public and social appearances, and at fundraising events and solicitations.

### Qualifications:

The ideal candidate should be an inspiring leader and team player with vision and passion in strengthening CCDC's position as a prominent international cultural institution. He or she should possess the following:



- University qualifications with 12-15 years relevant experience in arts management, of which 6-10 years in senior positions;
- A strong knowledge in performing arts sector and fundraising;
- Good business senses, organizational, management and negotiation skills, and the ability to multi-task and work in a rapidly changing environment;
- The readiness to work in irregular working hours and frequent outbound travels are required;
- Excellent oral and written communication skills in Chinese and English, and proficiency in Mandarin.

Interested parties are invited to send a full CV and a cover letter stating 1) reasons for applying, 2) present and expected salary by email to [hire@ccdc.com.hk](mailto:hire@ccdc.com.hk) OR mail to CCDC, Flat F, 3/F, Golden Bear Industrial Centre, 66-82 Chai Wan Kok Street, Tsuen Wan, N.T., Hong Kong on or before 10 May 2024. All enquiries and applications will be handled in strict confidence, and unsuccessful applications will be destroyed after the recruitment process is completed.