🎭✨我地而家正在搵緊隊友✨🎭
🌟如果你熱愛戲曲及藝術🎨
🚀又搵緊一個年輕而充滿活力的工作環境 .....
📣「初級藝術行政/製作人員實習計劃 2026」

🗓詳情如下：

💼職位： 藝術行政助理 Art Administration Assistant

📝工作內容簡介：
• 🎬參與統籌及執行藝團演出、教育及社區活動之製作、前期準備及技術支援，並作資料搜集及報告；
• 🗂協助處理藝團之行政、文書處理、總務及各項支援工作，紀錄財務事宜；
• 📖支援出版及編輯事務。

⭐成功候選人的屬性包括：
• 🆔年滿 18 歲的香港特別行政區永久性居民
• 🎓申請時畢業不多於三年，及全職工作經驗總和不超過三年
• 📜持有香港院校的副學士/高級文憑或以上學歷（如屬中國內地或海外之學歷，該學歷需獲香港資歷架構認可為第四級或以上）並畢業不多於三年，及全職工作經驗總和不超過三年；
• ❤️熱愛藝術
• 🗣良好的中英文口語和書面表達能力（粵語和普通話）；✍較強的寫作能力將是絕對優勢
• 💡有創意且注重細節、紮實的社交媒體和 IT 技能
• 🤝良好的溝通、人際、組織和分析能力
• 🔥上進心強、勤奮、熱誠、能夠獨立工作並處理多項任務
• 👫積極的團隊精神
• ⏰需配合劇團的彈性工作時間

📩如果你有興趣，又覺得你適合，請馬上把你的履歷 email：
✉ambassador@1table2chairs.com

🏛由香港藝術發展局初級藝術行政/製作人員實習計劃資助

🎭✨Teammate Search Announcement ✨🎭
📣We are hiring!
🌟If you are passionate about art and Xiqu 🎨

🚀and love to work in a young and dynamic working environment...
🗓「Internship Scheme for Artistic and Production Personnel」

📝Details are as follows：
💼Position： Art Administration Assistant

🗒️Job Description Summary：

- 🎬Participate in the coordination and execution of the troupe's performances, educational and community events production, preliminary preparations, and technical support, including data collection and reporting；
- 🗂️Assist in handling the troupe's administrative tasks, documentation, general affairs, and various support work, recording financial matters；
- 📖Support publishing and editorial tasks.

⭐Attributes of successful candidates include：

- 🆔At least 18 years of age and a permanent resident of the Hong Kong Special Administrative Region
- 🎓Graduated within the past three years with a local or overseas associate degree, higher diploma, or above at the time of application
- 🏫Priority matching will be given to applicants who graduated from local higher education institutions and have never participated in any related internship programs conducted by ADC or the Leisure and Cultural Services Department；
- 📜University graduate or equivalent, with basic knowledge of culture and arts. Fresh graduates are welcome to apply. Preference will be given to those who have experience in writing and organizing literary and artistic activities；
- ❤️Passionate about art and interested in art administration
- 🗣️Good oral and written communication skills in both Chinese and English；✍️ strong writing skills will be an absolute advantage
- 💡 Creative and detail-oriented, solid social media and IT skills
- 🤝Good communication, interpersonal, organizational and analytical skills
- 🔥Self-motivated, hardworking, dedicated, and able to work independently and multitask
- 👫Positive team spirit
- ⏰Need to accommodate the troupe's flexible working hours

📩If you are interested and think you are suitable, please email your resume to：
✉️ambassador@1table2chairs.com

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