



### **Production Assistant (18 Months Contract)**

To offer internship opportunities to arts practitioners aspired to start a career in arts production, Musica Viva is supported by “The 4th Art Production Internship Scheme” to equip the practitioner with knowledge and solid experience of arts production and arts organisation operation, so he or she can develop their own expertise in the sector. Through the Scheme, we can also identify and nurture talent in arts production who can construct an environment conducive to arts development in the long run.

#### **Responsibilities**

- Assisting in the logistics of each production
- Helping set up the rehearsal venues to simulate the actual environment of the performance.
- Props and costumes research and sourcing shall be done according to the needs of the productions.
- To prepare production schedules and the way to coordinate with the production members before and during the performance.

#### **Requirement**

- Must be permanent residents of the Hong Kong Special Administrative Region aged 18 or above
- Aspired to a career in arts production
- Normally graduates of the last 3 years that have completed certificate programmes related to stage production, exhibition design and production, film and media arts production, publishing and editorial affairs offered by tertiary institutions, or with experience in the field of arts production

#### **Remuneration**

Monthly Salary of HK\$11,600 with 7 days of annual leave, MPF, Insurance

Interested parties please apply on or before 31 August 2021 with full résumé/CV and availability to [info@musicavivahk.org](mailto:info@musicavivahk.org) . Candidates who are shortlisted for a selection interview will receive an invitation.

All personal data provided by job applicants are used only for recruitment purposes and will be treated confidentially. Unsuccessful applications will be properly disposed of within 3 months.



“The Arts Production Internship Scheme” is supported by Hong Kong Arts Development Council