

New World Facilities Management Company Limited

Established in 2009, New World Facilities Management Company Ltd. (“NWFM”) is the management company of Youth Square. We strive to provide professional management and operation services to develop Youth Square as a platform for youth to explore their potential and showcase their talents.

Youth Square’s innovative spatial design reflects a new generation’s identity. It comprises a wide range of facilities including a theatre, a studio, multi-purpose area, hostel, retail shops and offices. We believe people are key to the success and sustainable development of Youth Square and are committed to developing our employees, preparing them to meet future challenges.

We invite candidates with the right calibre to join our team.

Theatrical Operator, Theatrical Services (ref: HKAAA-TOTS)

Responsibilities

Daily Operations:

- Responsible for event operations at performing venues, exhibition platform venues, exhibition platform and multi-purpose rooms according to hirer’s needs;
- Take charge of operation (Stage/ Lightning / Audio) during rehearsal and event period regarding on the compliance of safety and house rules;
- To provide technical support during operation meeting and assist hirer to perform all aspects of stage and event operations duties;
- To assist Manager, Theatrical Services on regular administrative work;

Manage the effective operation of in-house theatrical equipment:

- Executive regular stock check and maintenance to ensure the quantity and quality of house equipment;
- To monitor the logistics of all equipment and consumable items;
- To assist Manager, Theatrical Services on providing technical remarks during procurement and system review;

- Perform the role as Resident Stage Manager/Operator/Crew on event day

Perform the role as Operator on event day;

- Oversee all on day events for smooth delivery of services;
- Monitor and direct cross team staff to address any ad hoc hirer requests or conditions;
- Monitor and report abnormalities to respective teams for speedy attention.

Requirements

- Certificate or Diploma in Theatre and Entertainment Arts (Major in Audio/Lighting/ Stage Management /Technical Direction) with 2 years of relevant working experience.
- Form 3 standard with 5 years experience for those who cannot fulfil academic/education requirement also consider.
- 2 years' related experience in sizable performing arts venue or companies and supervisory experience is an added advantage.
- High proficiency in English, Cantonese and Putonghua is prerequisite.
- High proficiency in Microsoft Office is prerequisite.
- High proficiency in AutoCAD drawing is also an added advantage.
- Strong interpersonal and customer service skills.
- Customer-oriented.
- Independent, highly-organized and hard working.
- Candidate with less experience will also be considered.

We offer competitive salary and attractive benefits to the right candidates. Interested parties please send resume with expected salary to Human Resources and Administration Department, New World Facilities Management Company Limited by clicking https://www.youthsquare.hk/join_us/1036/apply

For details of the company, please visit website www.nwfm.com.hk