



## 香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

**The Hong Kong Arts Festival** is a non-profit organization committed to enriching the cultural life of the city. It presents around 130 performances by top local and international artists in February and March each year, and organises a wide range of outreach and educational events.

**No Limits** is a project co-presented by the Hong Kong Arts Festival and The Hong Kong Jockey Club Charities Trust. Launched in 2019, **No Limits** strives to create a barrier-free environment enabling artists and audiences to explore and promote inclusiveness through the arts.

Suitable candidates are invited to apply for the following post:

### **Assistant Production Manager**

#### **Responsibilities:**

Reporting to the Production Manager, the Assistant Production Manager is responsible for:

1. Preparing and coordinating technical, production and stage management tasks for international and local programmes;
2. Preparing technical budgets and overall production planning;
3. Coordinating any required license for indoor and outdoor productions;
4. Keeping technical and production equipment and material inventories, ensuring proper inventory listing of all equipment and proper organisation and maintenance of the Festival warehouse;
5. Work as technical coordinator for programmes and productions as assigned by the Production Manager.

#### **Qualifications:**

1. A recognized university/ academy degree in stage/ technical management, lighting design, or equivalent; with minimum 3 years of relevant experience with relevant experience in a supervisory position on performing arts companies, venues or arts organizations; OR
2. Proficient in computer software of Microsoft office and AutoCAD;
3. Extensive production and technical management experience in different genres of stage productions, including production management and technical operations;
4. Excellent spoken and written communication skills in English and Chinese. Proficiency in Putonghua is preferred.
5. Knowledge of the NGO/social service sector in Hong Kong

This is a contract post renewable on a yearly basis.

Please apply before **4 May 2024** with full resume stating current and expected salary, and a cover letter outlining skills and experiences which are relevant to the above requirements and the fulfilment of the HKAF mission.

Applications should be sent by mail to the Human Resources and Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email to [hr.recruit@hkaf.org](mailto:hr.recruit@hkaf.org).

HKAF is committed to equal opportunity employment.

(All personal data collected will be used for recruitment purposes only.)