

Festival Coordinator (short-term project)

Premiere Performances brings internationally celebrated artists and the world's brightest rising stars to Hong Kong for solo recitals, chamber music and community outreach, building a vibrant local arts scene and inspiring audience members of all ages with performances that are accessible to all.

Premiere Performances will present the Beare's Premiere Music Festival from 14-19 January 2024. We are now seeking Festival Coordinators who are looking for the rare opportunity to work with our world-class musicians while gaining valuable work experience in the field of art administration in Hong Kong. Our coordinators will provide logistics, marketing and administration support for the Festival, as well as acting as the liaison between the musicians and our staff.

Festival Coordinator

Duties

- Execute artist itineraries in coordination with artists and staff in a professional manner;
- Provide administrative support before, during and after the concerts and other related activities;
- Be present during rehearsals and performances to assist with artists' needs;
- Provide support in the Front of House (ticketing and crowd management) during the Festival;
- Provide administrative support during the Festival;
- Other duties as assigned.

Specific job knowledge, skill and ability

- University students and recent graduates are welcome;
- Strong interpersonal, verbal, and written communication skills in English and Chinese;
- Ability to complete tasks and to work under pressure;
- Good problem-solving skills and carry out responsibilities independently;
- A collaborative working style and hands-on work ethic;
- Full-day availability from **12-20 January**. Priority will be given to those who can be available every day during this period;
- Interest in and enthusiasm for the arts;
- Previous internship experience is preferred but not essential;
- Experience on working for other art organisations and/or festival is a plus;

Salary

- \$80/hr

If you have any inquiries or would like to apply, please contact or send a resume to **Hoffmann Lai** (hoffmann.lai.pphk@gmail.com). We will stop processing applications once vacancies have been filled.

We reserve the right to review applications received for suitability for other posts. All personal data collected will be used for recruitment purpose only.