

Since 1996, the KG Group has been the market leader in children's arts and English language education and learning enrichment programmes across Hong Kong, China, and other Asian countries. We have developed a unique set of systems and curricula to encourage a love for the arts and the development of creativity in all children.

Senior Productions & Events Officer
(More experience will be considered as Assistant Productions & Events Manager)

Responsibilities:

- Contribute to all administration and operations tasks of the productions and events
- Maintain excellent ongoing relationships with all clients and follow up with all client requests in order to maximise ticket sales
- Be familiar with and actively promote all productions offerings to clients
- Collect all monies from clients (cash, cheque, EPS, online transfer, etc) and ensure accurate daily transaction recording
- Maximise enrolments and contribute to achieving production sales targets
- Provide recommendations to the Production and Events Manager to improve sales strategies for the campus
- Report any maintenance and health and safety issues at the premises to the manager
- Assist in setting up the venue for the production and events
- Ensure the smooth operation for the materials delivery for the production and event purpose.

Requirements:

- Strong spoken and written communication skills in English, Cantonese, and Mandarin
- 4-5 years of relevant working experience in Stage and production
- More experience will be considered as Assistant Productions & Events Manager

Interested parties please send your **full resume with date of availability, current and expected salaries** to careers@kggeducation.edu.hk.

For details of the company, please visit website <https://www.kidsgallery.com/>.