



## 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 organisation committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary 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 an inclusive space for people with different abilities to share the joy of the performing arts together.

Suitable candidates are invited to apply for the following post:

### **Assistant Programme and Outreach Manager/ Programme and Outreach Coordinator**

#### **Responsibilities:**

The Programme and Outreach Manager is responsible for the design and planning of all programmes of No Limits, including touring performance of artists in the residence programme, workshops, round-table discussion and arts accessibility services project. He/she will manage and supervise all aspects of the Programmes and Outreach programmes, including negotiations with artists and production preparations, supervising the design and production of education materials.

#### **Qualifications:**

- University graduate or equivalent with two to four years' relevant experience in the performing arts and inclusive arts education industries
- Strong in project management and multi-tasking
- Good interpersonal and communication skills with the ability to work with multiple stakeholders
- Ability to think strategically and creatively and carry out responsibilities independently
- Good command of written and spoken Chinese English
- Passionate about the arts
- Experience in performing arts and inclusive arts

This is a contract post renewable on a yearly basis.



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Please apply before **18 May 2024** with full résumé stating current and expected salary, and a covering letter outlining skills and experience relevant to the above requirements and the fulfilment of the HKAF's and No Limits' mission.

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

Candidate with less experience will be considered for Programme and Outreach Coordinator.

The HKAF is committed to equal opportunity employment.

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