

Programme & Outreach Officer

節目及外展主任

Deadline: 8 March 2024

Unlock Dancing Plaza Limited is now looking for a full-time Programme & Outreach Officer who is passionate about performing arts and has a willingness to work as an arts administrator.

You will be assisting the Directors and Managers for the implementation of both artistic and outreach programmes in the context of the Company's mission and vision. Scope of work includes:

- Plan, implement and coordinate different company events with Programme and Outreach Manager, including exhibitions, workshops, community projects, school programmes, etc;
- To assist and develop relationships with artists, arts organisations, community partners, creative and delivery teams, venues and production partners; assist handling contracts, booking or enquiries with each party;
- To liaise with external parties including funding bodies and other art affiliates; and internal parties to ensure that the projects are represented accurately;
- To be responsible for administrative work, project and oversees production management, as well as work closely with marketing team and artistic team.
- To manage, develop and report on project budgets and prepare financial and evaluation reports.
- Handle ad hoc projects as assigned by the Programme & Outreach Manager and/or by the General Manager.

Requirements:

- University graduate in arts / cultural or related disciplines
- Experience in arts education and community programme a plus
- Passion for engaging communities through arts and culture
- At least 2 years of experience in arts administration or creative industries
- Strong project management skills and execution ability
- Excellent communication and writing skills in both Chinese (Cantonese and Mandarin) and English
- Proficient in using MS Word, Excel, PowerPoint
- Knowledge of art and performing arts and preferably experience working in festivals or arts organisations.

Interested parties please send your full resume with covering letter and expected salary via email to hr@unlock.com.hk. All applications will be treated in strict confidence and personal information will only be used for recruitment related purpose.

About Unlock Dancing Plaza

Unlock Dancing Plaza is one of the most forward-thinking and adventurous contemporary dance company in Hong Kong. Determined to extend possibilities of dance making, Unlock aspire to develop a diverse performing arts ecology. Emancipate from institutionalized dance aesthetic, we propose to redefine dance as natural form of self-expression, honoring individuality, and breaking from the production-focused par for the course. In recent years, Unlock makes new attempt to conduct “Unlock Body Lab” - a series of research on dance and performances, initiates “dance-to- be” residency project, showcase platform, cultural exchange with overseas artists, and “#danceless” public participatory project.

Facebook: Unlock Dancing Plaza

Instagram: @unlockdancingplaza @danceless.unlock

Website: www.unlock.com.hk

Unlock Dancing Plaza is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 4 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment process.