

Production Assistant (18 months)

Unlock Dancing Plaza is offering an 18-month full-time Production Assistant in support of Hong Kong Arts Development Council.

Unlock Dancing Plaza (UDP) is a HK-based contemporary dance company. In 2020, UDP received a first three-year grant from the Hong Kong Arts Development Council. This was successfully followed with a further three-year grant in 2023. UDP's Artistic Direction focuses on the exploration of the body and develops programmes for performance theatre, community workshops for kids, the elderly and more.

The Production Assistant is expected to help the programme department to facilitate different projects of the company. This role is largely practical based in the theatre, rehearsal studio and workshop areas, with some office/admin work. S/he is responsible to ensure the preparation of the production well enough for smooth run of the rehearsal. The preparation could be related to, but not limited to, costume, props, sound system and logistic.

Qualities of Production Assistant needed:

1. Able to handle video and audio recording equipment for rehearsal purpose.
2. Handle cleaning and organizing the scenic and costume areas, able to do small repairing is preferred.
3. Assist programme team to prepare material for teaching workshop of education & outreach programmes
4. Ability to collaborate with creative and technical teams.
5. Exceptional communication skills, both in-person and over the phone, basic English proficiency.
6. Strong organizational skills with great attention to detail

The candidate should satisfy the following requirements:

1. A permanent resident of the Hong Kong Special Administrative Region aged 18 or above.
2. Graduate of the last 3 years who has completed his/her certificate programme in Hong Kong or abroad in faculty department of arts technology/ creative media / theatre design and technology / film TV or related, will be considered.
3. Willing to work in flexible working hours.

Interested parties please submit your application with cover letter and full resume via email to admin@unlock.com.hk on or before 30 Sept. All applications will be treated in strict confidence and personal information will only be used for recruitment related purpose.

“The Arts Production Internship Scheme” is supported by the Hong Kong Arts Development Council.

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.