

Seeking Performing Arts Coordinator (www.hkyaf.com)

Hong Kong Youth Arts Foundation is seeking an enthusiastic Performing Arts Coordinator looking to apply passion and experience towards a position with one of Hong Kong's most successful youth arts organisations.

[Job Description]

The person will report to the Head of Performing Arts, and will work primarily on a new incredible large-scale grassroots performing arts programme.

Duties and responsibilities:

- Develop exciting and impactful project ideas
- Manage the financial, administrative, promotional and logistical coordination of programme events (including rehearsals, performances, workshops and exhibitions) such that project deliverables are on time, within budget and meet required quality standards
- Recruit, support and coordinate various parties, including artists, venues, sponsors, contractors, technical staff, temporary workers and participants
- Evaluate the outcomes of the project and write project reports

[Requirements]

- Passion for the arts and in generating new creative ideas
- Passion for working with young people between the ages of 5 to 25
- Demonstrated 2 – 3 years of experience coordinating projects and events; experience with festivals and arts education programmes an asset
- Accountability, efficiency, self-motivation, and the ability to meet strict deadlines and work independently
- Strong written and verbal Chinese and English communication skills to interact effectively with a wide range of individuals
- Proficiency in the use of computers for word processing, spreadsheets, email and internet

This position requires some evening and weekend work, such as providing onsite support at events.

**Please email your CV and expected salary to job@hkyaf.com
(Personal data collected will be used for recruitment purpose only)

Application Deadline: 2 February 2024