Hong Kong Festival Fringe Limited
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Programme Manager

Position Overview

We are looking for a motivated and experienced Programme Manager to overview the programming and venue sales activities in the Fringe Club. This role requires the skills of business development, programming, operations and a passion for the arts, ensuring that our programmes reach a wider audience and engage effectively with stakeholders.

Job Duties

- Handle general inquiries from potential hirers, donors and collaborators.
- Manage logistics for site visits and ensure a seamless experience for all stakeholders.
- Source and identify potential hirers, donors and collaborators, maintaining an up-to-date database, reaching out with creative proposals to solicit new deals.
- Maintain a comprehensive awareness of all programmes and communicates effectively with all stakeholders.
- Coordinate with artists, performers, and event organizers.
- Developing innovative marketing strategies and campaigns tailored to programmes.
- Address the needs of event organizers, handling inquiries and complaints promptly and professionally.
- Act as the duty manager, overseeing the performance of the team to maintain high service standards.
- Settle billing with hirers at the conclusion of events. Ensure compliance with all relevant rules, regulations, and laws for both back-of-house and front-of-house activities.
- Work closely with the team. assist in formulating the yearly budget for operating expenses, ensuring spending aligns with budgetary constraints.

Qualifications

- Degree in arts and cultural management or related discipline.
- Minimum 4 years of Proven experience, preferably in the arts sector.
- Proven leadership ability with excellent people management skills.
- Excellent command in both written and spoken English and Chinese (Cantonese and Mandarin), strong communication and interpersonal skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Passion for arts, culture or heritage and a creative mindset.
- Willing to work irregular hours and on public holidays

Interested parties please send full resume with current salary, expected salary and availability to yvonne@hkfringeclub.com