

Unlock Dancing Plaza is currently looking for suitable candidates to join their professional team:

Position: Marketing Manager (open until the post is filled)

Duties and Responsibilities:

- Report to General Manager
- Oversee the preparation of projects marketing materials, including advertisements and digital media, printed brochures and signage, tickets, eDMs and as required
- Liaising with suppliers (printers, designers, distribution agencies, photographers, videographers) to ensure projects are executed and delivered within deadlines
- Monitor, review and report on all marketing activity weekly
- Manage the marketing budgets ensuring all project components are delivered on schedule and on budget.
- Handle company basic PR works, such as press releases.
- Copywriting for all promotional collateral, including advertising and copy for external communications.
- Support the team in the development and management of collaborative partnerships and sponsorships, including the execution of deliverables.
- Managing the ticket agency, and daily reporting of ticket sales during the event period
- Any other responsibilities as required.

Requirements:

- Degree holder in marketing, communications or a relevant disciplines with at least 5 years of working experience in arts-related organisations, at least 2 year of managerial level.
- Demonstrates experience in marketing and communications; strategic planning and campaign delivery.
- Experience of managing social media tools (Instagram / Facebook / Website CRM)
- A creative, communicative, well-organised and highly-motivated individual with solid production, administrative and budget management experience and be able to manage multiple projects
- Good leadership skills and strong planning and organisation skills.
- Company branding experience is preferred.
- Excellent communication and writing skills in both Chinese (Cantonese and Mandarin) and English
- Proficient in using MS Word, Excel, PowerPoint
- Experience using softwares such as Adobe Photoshop, Adobe Illustrator and Final Cut Pro is advantage.
- Knowledge of art and performing arts and preferably experience working in festivals or arts organizations.

Interested parties please send your full resume with covering letter and expected salary via email to admin@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.