



香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

The Hong Kong Arts Festival is a non-profit organization committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following:

Programme Officer / Assistant

Responsibilities:

1. To coordinate visa/work permit applications for artists;
2. To support hotel bookings for artists
3. To assist in venue bookings and liaise with venues on logistics arrangements;
4. To provide administrative support to daily operations of the Programme Department;
5. To schedule departmental and committee meetings, taking minutes and prepare departmental reports;
6. To act as Festival duty staff and undertake other duties as assigned.

The role may require working on evenings and weekends during the Festival period.

Qualifications:

1. A recognised university degree with a minimum of two years of relevant working experience;
2. Excellent command of written and spoken English and Chinese. Proficiency in Putonghua is preferred;
3. Detail-oriented, strong interpersonal skills and good computer skills;
4. Experience in hotel, travel agency or performing venue an advantage;
5. Performing arts background and production experience an advantage.
6. Good mastery of AI

This is a contract post renewable on a yearly basis. Candidate with less experience or fresh graduate will be considered for the position of Programme Assistant.

Please apply before **12 July 2026** with full resume stating current and expected salary, and a covering letter outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF's mission.

Applications should be sent by mail to Human Resources and Administration Manager, Hong Kong Arts

Festival Society Ltd, Room 1205, Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through hr.recruit@hkaf.org.

The HKAF is committed to equal opportunity employment.

(All personal data collected will be used for recruitment purposes only.)