



Hong Kong Festival Fringe Limited  
香港中環下亞厘畢道二號 2 Lower Albert Road, Central, Hong Kong  
電話 Tel: +852 2521 7251 | 傳真 Fax: +852 2868 4415  
[www.hkfringeclub.com](http://www.hkfringeclub.com) | [www.facebook.com/hkfringeclub](https://www.facebook.com/hkfringeclub)

## Assistant Programme Manager

### Position Overview

We are seeking a motivated and experienced Assistant Programme Manager to support our programming and venue sales activities at the Fringe Club. This role combines business development, programming, and operations, along with a passion for the arts, to ensure our programs reach a wider audience and engage effectively with stakeholders.

### Job Duties

- Respond to general inquiries from potential hirers and collaborators.
- Manage logistics for site visits, ensuring a seamless experience for all stakeholders.
- Source and identify potential hirers and collaborators, maintaining an up-to-date database.
- Maintain comprehensive awareness of all programmes and communicate effectively with all stakeholders.
- Coordinate with artists, performers, and event organizers.
- Assist in developing innovative marketing strategies and campaigns tailored to specific programmes.
- Address the needs of event organizers, handling inquiries and complaints promptly and professionally.
- Act as the duty manager, overseeing team performance to maintain high service standards.
- Settle billing with hirers at the conclusion of events, ensuring compliance with all relevant regulations and laws for both back-of-house and front-of-house activities.
- Interact with hirers and guests to gather feedback regarding food and beverage, service standards, venue ambiance, and technical support.
- Ensure compliance with all applicable rules and regulations for both back-of-house and front-of-house activities related to events.

### Qualifications

- Degree in Arts and Cultural Management or a related discipline.
- Minimum of 2 years of proven experience, preferably in the arts sector.
- Demonstrated leadership ability with excellent people management skills.
- Proficient 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, coupled with a creative mindset.
- Willingness to work irregular hours, including public holidays.

Interested candidates are invited to send their full resume, including current salary, expected salary, and availability, to [yvonne@hkfringeclub.com](mailto:yvonne@hkfringeclub.com).