



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 Manager**

The Programme Manager is responsible coordination and production of local and international programmes; administering local commissions and projects, and developing arts education programmes to deliver the programme through planning, sourcing, managing resources and budgets, scheduling, coordinating with different external parties and adhere to existing guidelines throughout the full programme development and execution cycle.

This also includes management of issues, risks and project change requests to ensure successful and on-time project delivery.

The Programme Manager has to run the project on a day-to-day basis, verifying that the project produces the required deliverables of quality within the specified constraints of time and cost and to achieve the potential benefits defined.

### **Qualifications:**

- ❖ University graduate or equivalent with a minimum of 3 years of relevant experience in the performing arts industry;
- ❖ All rounded administrative experience and an excellent team player;
- ❖ Good command of written and spoken English and Chinese;
- ❖ Detail-oriented, strong administrative, interpersonal and communication skills with ability to work with multiple stakeholders;
- ❖ Experience in working for festivals and/or other arts organisations.

*This is a contract post renewable on a yearly basis.*



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Please apply before **30 April 2021** with full resume stating current and expected salaries, and a covering letter highlighting skills and experiences relevant to the above requirement and fulfilment of HKAF's mission.

Applications should be sent by mail to Office Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through [hr.recruit@hkaf.org](mailto:hr.recruit@hkaf.org).

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

HKAF is committed to equal opportunity employment.