



## 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:

### **Ticketing Officer**

#### **Responsibilities:**

To handle and help supervise subscription and ticketing matters of the Hong Kong Arts Festival, including arrangements with ticketing agencies, issue of tickets for in-venue and online events, customer servicing, compiling sales reports, dealing with merchandise and other related duties.

#### **Qualifications:**

1. Degree holder with exposure to cultural activities; with a minimum of 1 year experience in ticketing in performing arts;
2. Strong interpersonal skills and ability to take initiative;
3. Good computer skills a prerequisite;
4. Skilled in analysis and good with numbers;
5. Good command of English and Chinese. Spoken Putonghua preferred.

Candidates with less experience may also apply and will be considered for the position of Ticketing Assistant.

This is a contract post renewable on a yearly basis.

Please apply before **May 14, 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).



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

HKAF is committed to equal opportunity employment.