



香港藝術節 Hong Kong Arts Festival

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:

Technical Coordinator (Project based)

Responsibilities:

1. Handle assigned technical coordination of programmes and negotiate with performing companies/artists;
2. Supervise all relevant technical and production preparation including onsite load-in, set-up, rehearsals, performances and strike-out;
3. Liaise with venues, licensing authorities, contractors and service providers for smooth load-in and load-out and efficient set-up and presentation of performances in accordance with regulations and ordinances laid out by venue management;
4. Supervise local contractors and freelance technicians/workers onsite, ensuring their efficiency and safety at all working levels;
5. Prepare, administer and account for all technical expenditures for assigned programmes and ensure that proper procurement procedures are followed.

Qualifications:

1. A recognized university/academic degree in technical/stage management, lighting, sound engineering or its equivalent;
2. At least 6 years of relevant experience, of which at least 3 were in a supervisory position;
3. Proficient in Microsoft Office and AutoCAD;
4. Extensive technical experience in various stage productions, including technical operations and management;
5. Excellent spoken and written communication skills in English and Chinese. Proficiency in Putonghua is preferred;
6. First aid certificate valid until 30 March 2019 will be an advantage.

Please apply before **31 October 2018** with a full resume stating current and expected salary, accompanied by a covering letter outlining skills and experiences relevant to the above requirements and the fulfilment of the HKAF's mission.

Applications should be sent by mail to the HR & Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email to hr.recruit@hkaf.org.

HKAF is committed to equal opportunity employment.
(All personal data collected will be used for recruitment purposes only.)