



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:

ARTS ADMINISTRATOR TRAINEE

Requirements:

- Hong Kong permanent resident
- Degree from a Hong Kong university or equivalent, preferably majoring in a Humanities subject;
- Excellent command of written and spoken English and Chinese (Cantonese and Putonghua);
- Proficiency in MS office applications (incl. Word, Excel, and PowerPoint);
- Passion for arts and culture;
- Self-motivated, hardworking, and eager to learn;
- Detail-oriented and well-organized;
- An effective team player with good interpersonal and presentation skills; and
- Knowledge in graphic design software (such as Photoshop) will be an advantage.

This is a contract post which will last till 31 March 2020, renewable for another year upon satisfactory performance and mutual agreement.

Please apply before **22 April 2019** 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 HR & Administration 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.

HKAF is committed to equal opportunity employment.

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