



# 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:

## Assistant Marketing Manager

### Responsibilities:

To assist the Marketing Director in the preparation and execution of marketing activities including producing publicity materials, advertising, media buying, liaising with the press and copy writing.

### Requirements:

- University graduate with a minimum of 4 years' relevant experience;
- Good exposure to and knowledge of Arts Festival programmes;
- Good knowledge or strong track record on marketing, advertising, design & production, media buying and budget control;
- Solid experience in e-marketing;
- Good interpersonal skills to collaborate with different parties, strong management ability, initiative and creativity;
- Multi-tasking and ability to meet tight deadlines;
- Can handle great work pressure;
- Excellent written and spoken English and Chinese;
- Knowledge on other discipline(s), e.g. legal, IT, etc. which would be helpful to our works is a plus; and
- Prior experience in performing arts marketing would be an advantage.

This is a contract post renewable on a yearly basis.

Please apply before **21 January 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](mailto:hr.recruit@hkaf.org).

HKAF is committed to equal opportunity employment.

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