



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:

CUSTOMER SERVICE OFFICERS

(Temporary post: September 2018 to 25 March 2019)

Responsibilities:

To handle ticketing matters; to provide programme information and general assistance to customers; to handle enquiries, distribution of publicity materials and other duties.

Requirements:

- University graduate, preferably with 1 year's working experience;
- Fluency in spoken English and Cantonese;
- Good service attitude and interpersonal skills;
- Detail-minded, responsible, sensible, team player and able to work independently;
- Experience in ticketing is an advantage;
- Able to start immediately.

Working Hours: 8 hours per day (including shifts on holidays and weekends)

Please apply before **31 October 2018** with full resume stating current and expected salaries, and a covering letter outlining skills and experiences 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.)