



# 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.

**No Limits** is a project co-presented by the Hong Kong Arts Festival and The Hong Kong Jockey Club Charities Trust. Launched in 2019, **No Limits** strives to create an inclusive space for people with different abilities to share the joy of the performing arts together.

Suitable candidates are invited to apply for the following:

## **Programme Coordinator**

### **Responsibilities:**

The Programme Coordinator will provide general support to the Programme Manager and the Senior Project Manager, and support in communicating with partners such as disability support organisations as well HKAF's internal teams to ensure the smooth delivery of the project.

1. Department Management & Administration, including the provision of general administrative support, maintain database and filing, maintain interdepartmental communication, coordination of schedules;
2. Assist in artists management supporting No Limits Programme team members;
3. Administer programme logistics including artist visa applications, hotel reservations
4. Liaising with external partners

### **Qualifications:**

1. University graduate or equivalent with a minimum of 2 years of relevant experience in the performing arts industry;
2. Good command of written and spoken English and Chinese;
3. Detail-oriented, strong administrative, interpersonal and communication skills with ability to work with multiple stakeholders;
4. Ability to think strategically and creatively and carry out responsibilities independently;
5. A collaborative working style and hands-on work ethic;
6. Knowledge of the NGO sector/social service in Hong Kong; and
7. Experience in working for festivals and/or other arts organisations.

This is a contract post renewable on a yearly basis.

Less experienced candidates may also apply and will be considered for the position of Programme Officer.

Please apply before **30 June 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 and No Limits' mission.

Applications can 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.)