



香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

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, while also offering a wide range of complementary and educational events in venues across the city.

HKartsFestival@TaiKwun (HKAF@TK) is a series of programmes that spans over two weekends at Tai Kwun from 8th to 20th of February in 2022, as part of the 50th Hong Kong Arts Festival, to enhance the public's active participation in the arts through workshop and performances, interactive performative installations, pop-up performances and site-specific creations.

Suitable candidates are invited to join the dynamic HKAF@TK team for the following post:

PR & Marketing Coordinator

Responsibilities:

Responsible to the Executive Director through the Project Manager, the PR & Marketing Coordinator will assist the Project Manager to handle all PR and marketing aspects of the HKartsFestival@TaiKwun 2022 in timely manner and to high quality, within the approved budget, and in conformity to the guidelines of HKAF and of the Funding body, the Hong Kong Jockey Club Charities Trust (HKJCCT) closely adhering to the agreement made between HKAF and HKJCCT.

Qualifications:

1. A university graduate with relevant experience;
2. Professional management knowledge in the fields of advertising, production, above and below the line media, e-marketing and design, design software skills are an advantage
3. Excellent written and spoken Chinese and English;
4. Good interpersonal skills, management ability, initiative and creativity;
5. A passion for arts and culture;
6. Self-motivated, detail-oriented and well-organised.

Term of contract: From immediately until Mid-March, 2022

Please apply before **23 July 2021** 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 Office 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.

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

HKAF is committed to equal opportunity employment.