



## 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 8<sup>th</sup> to 20<sup>th</sup> 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:

### **Production Manager**

#### **Responsibilities:**

1. Liaise and negotiate with overseas and local performing arts groups for the technical and production requirements of the productions;
2. Determine the necessary and cost-effective technical support such as lighting, sound, staging and special needs for the performances;
3. Control overall technical expenditure, supervise contracted technical staff for the technical preparation, planning and production of all Festival performances;
4. Liaise and negotiate with venues, contractors, technical equipment suppliers as well as technical service providers, and ensure proper procurement procedures;
5. Serve as production manager of activities and productions, including touring produced by the Festival.

#### **Qualifications:**

1. A recognized university degree in stage management, lighting or equivalent;
2. At least 8 years of relevant experience in which at least 5 years in a supervisory position;
3. Extensive technical and production experience in a diverse range of stage productions, outdoor events and site specific productions, including production planning, technical operations and management of theatre venues;
4. Excellent spoken and written English and Chinese. Proficiency in Putonghua is preferred.

Please apply before **23 July 2021** with full resume stating current and expected salary.

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](mailto:hr.recruit@hkaf.org).

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

HKAF is committed to equal opportunity employment.