



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, and organizes a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following post:

Arts Administrator Trainee

This position will assist Project Manager in delivering digital projects that involves development of web applications, customer-relationship management systems and other digital projects.

To be successful in this position you are a technical-savvy person who has interest not only in arts, but also in how to make arts available in digital contexts. You will need demonstrate track records in participating digital projects in any capacity. The successful candidate will work with multiple internal stakeholders and external vendors on digital project delivery, including devising project plans, specification drafting, design and development, testing, documentation and/or supporting.

Job description:

- Assist to develop, review, and edit requirements, specifications, business processes and recommendations related to digital projects;
- Provide comprehensive supports to project documentation, plans and reports;
- Pro-actively monitor project schedules, their execution and constantly review results; and
- Plan and conduct quality assurances processes and execute test plans.

Requirements:

- University degree or high diploma in Computer Science, Information Technology or other related disciplines;
- High self-motivated, pro-active, willing to learn and hard working to meet project deadlines;
- Hands-on experience in any of these areas will be an advantage: delivering digital advertising through various platforms, providing support in CRM applications, SEO-related projects, programming with MVC framework, cloud infrastructure deployment and maintenance;
- Tech savvy, with quick learning and adapting to changes easily;
- Good communication skills to be able to interact with internal and external parties; and
- Understanding in arts is not a must, but interest and passion would definitely be an asset



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Please apply before **30 July, 2021** with a covering letter and full resume stating past and current salaries, and outlining skills and experience which are relevant to the above requirement and the fulfilment of the HKAF 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.

HKAF is committed to equal opportunity employment.

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