



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

**The Hong Kong Arts Festival (HKAF)** is a non-profit organisation committed to enriching the cultural life of the city. It presents over 100 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 to join the HKAF team as:

### **Assistant Project Manager (Special Project)**

Reporting to the HKAF senior management, the Assistant Project Manager (Special Project) will work with the Project Manager to accomplish a 50<sup>th</sup> HKAF special project; responsibilities will cover marketing management and delivery, including: planning and co-ordination of branding, promotion, ticketing, logistics and customer service, with reporting of the project. As Assistant Project Manager of the project team, he/she will be responsible for smooth delivery through planning, sourcing, managing resources and budgets, scheduling, coordinating with different external parties and adhering to existing guidelines throughout the project period. This also includes management of risks and project change requests to ensure the project is delivered successfully on time.

The Assistant Project Manager (Special Project) will run the project and produce the required deliverables of quality within the specified constraints of time and cost and to achieve the potential benefits defined.

#### **The successful candidate will:**

- Be a university graduate or equivalent with a minimum of eight years' relevant experience in the performing arts industry
- Have experience in the area of marketing and public relations
- Be detail-oriented, have strong project management, analytical, problem-solving and communication skills
- Have the ability to think strategically and creatively and carry out responsibilities independently
- Have a creative mind with a strong sense of leadership;
- Have all-round administrative experience and an excellent team player
- Be proficient in MS Office and have a good command of written and oral English

Less experienced candidates will also be considered as Project Coordinator  
This is a part-time contract post of nine months.

Please apply before **30 July 2021** with full résumé, 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.



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Applications should be sent by mail to Office Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Arts Centre, 2 Harbour Road, Wan Chai, Hong Kong or by email to [hr.recruit@hkaf.org](mailto:hr.recruit@hkaf.org).

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

The HKAF is committed to equal opportunity employment.