



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 organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following:

Programme Manager

The Programme Manager is responsible for the design and planning of international and local programmes, including sourcing, budgeting, scheduling, coordination and production, and development of arts education programmes.

Programmes shall be delivered through internal teamwork, liaison with different external parties and adhering to existing guidelines throughout the full programme development and execution cycle. This also includes management of issues, risks and project change requests so as to ensure successful and on-time programme delivery.

The Programme Manager has to run the programmes on a day-to-day basis, verifying that the required deliverables are produced of quality within the specified constraints of time and cost, and that the potential benefits defined are achieved.

Qualifications:

- University graduate or equivalent with a minimum of 5 years relevant experience in the performing arts industry;
- Ability to think creatively and strategically and carry out responsibilities independently;
- Strong in project management and multi-tasking;
- Responsible and an excellent team player;
- Good command of written and spoken English and Chinese;
- Detail-oriented, strong administrative, interpersonal and communication skills with ability to work with multiple stakeholders;
- Experience in working for festivals and/or other arts organisations.

This is a contract post renewable on a yearly basis.

Please apply before **25 July 2021** with full resume stating current and expected salaries, and a covering letter highlighting skills and experiences relevant to the above requirement and fulfilment of HKAF's mission.



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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.