



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:

Production Manager (Special Project)

Reporting to the HKAF senior management, the Production Manager (Special Project) will work with the Project Manager to accomplish a 50th HKAF special project. Responsibilities include:

1. Planning and handling technical coordination and negotiation with performing companies/artists, including supervising all relevant technical and production preparation and being onsite for load-in, set-up, rehearsals, performances and strike-out
2. Coordinating with designers for timely delivery of design plans, and monitoring the work progress of the contractors, vendors and equipment rental companies
3. Maintaining all design files and drawings detailing all design requirements and technical running of the performance
4. Liaising with venues, licensing authorities, contractors and service providers for smooth load-in and load-out and efficient set-up and presentation of performances in accordance with regulations and ordinances laid out by venue management
5. Planning and supervising technical support with technical staff and coordination for the programme
6. Supervising local contractors and all technicians/workers onsite, and ensuring their efficiency and safety at all working levels
7. Preparing, administering and accounting for all technical expenditures for assigned programmes and ensure that proper procurement procedures are followed

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



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The successful candidate will:

- Be a university graduate in technical/stage management, lighting, sound engineering or equivalent with a minimum of six years of relevant experience, at least three of which were in a supervisory position
- Be experienced in technical operations and management in various stage productions
- Be detail-oriented, have strong project management, analytical, problem-solving and communication skills
- Have the ability to carry out responsibilities independently and be an excellent team player
- Be proficient in MS Office, AutoCAD and have a good command of written and oral English

Experience of outdoor performances will be an advantage.

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.

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.

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

The HKAF is committed to equal opportunity employment.