



## 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 organization 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.

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:

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

Reporting to the HKAF senior management, the Project Manager (Special Project) will lead and manage HKAF@TK; responsibilities will cover all aspects of programme management and delivery including: artists' liaison, co-ordination of outreach, marketing, technical, logistical and production functions, with all planning and reporting of the project. As leader 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 successful and on-time project delivery.

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

#### **Qualifications:**

- University graduate or equivalent with a minimum of 8 years of relevant experience in the performing arts industry;
- Detail-oriented, strong project management, analytical, problem-solving and communication skills;
- Ability to think strategically and creatively and carry out responsibilities independently;
- A creative mind with a strong sense of leadership;
- All rounded administrative experience and an excellent team player;
- Proficiency in MS Office and good command of written and oral English.

Please apply before **23 July 2021** with full resume 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, 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.