



**Chung Ying Theatre Company 中英劇團** [www.chungying.com](http://www.chungying.com)

Established in 1979, Chung Ying Theatre Company (CYTC) is a reputed theatre organisation financially supported by the Government of the HKSAR and a Venue Partner of Kwai Tsing Theatre, dedicating to promote dramatic arts and paying special effort on educational and outreach programmes. CYTC is one of the first local theatre companies introducing “Theatre-in-Education” to Hong Kong. We are now looking for high calibre professional to join our dynamic team.

## **Arts Administrator Trainee – Technical & Stage Management Department** **(One-year Contract)**

### **Duties:**

1. To assist in propping, making and furnishing of in-house production (including stage and outdoor performances, education and workshop performances and related activities), under the guidance of the Stage Manager and in accordance with the needs of the designer and director;
2. To assist in preparing of stages and the smooth running of all rehearsals and performances;
3. To provide administration support to the department.

### **Requirements:**

1. Hong Kong permanent resident;
2. Interested in arts administration and theatre production;
3. Has never participated in trainee programmes supported by funding from LCSD/HAB/HKADC;
4. Holder of a recognized Degree/Diploma or equivalent in Hong Kong preferably in the area of Theatre and Entertainment Arts (applicant who does not have equivalent qualification but possesses knowledge or experience in the field of performing arts may also apply with provision of appropriate information).

### **Salary and Benefits**

Salary is commensurate with qualifications and experience of the successful candidate. Fringe benefits include rest days, public holidays, annual leave, sick leave, maternity leave, paternity leave, medical insurance, employee’s compensation insurance and MPF.

Interested parties please send application letter together with full CV (in both **Chinese and English**) and expected salary to **Ms. Leung, Administration Department, Chung Ying Theatre Company, G/F, 10 Borrett Road, Hong Kong**, or by e-mail to **hr@chungying.com** on or before **26<sup>th</sup> June 2020**. All applications will be treated in the strictest confidence. Applicants who are not invited for interview by **10<sup>th</sup> July 2020** may consider their applications unsuccessful. Enquires Tel: 3961 9835

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