



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.

No Limits is a project co-presented by the Hong Kong Arts Festival and The Hong Kong Jockey Club Charities Trust. Launched in 2019, **No Limits** strives to create an inclusive space for people with different abilities to share the joy of the performing arts together.

Suitable candidates are invited to apply for the following:

Programme Coordinator - No Limits

Responsibilities:

- Execution and coordination with programme and outreach team for all the rescheduled programmes and outreach activities
- Artist coordination of all the programmes and outreach activities
- Coordinating programme promotions to schools and NGOs
- Processing front of house issues
- Coordination with different schools and NGOs for attending the shows
- Coordinating the production of house programmes and questionnaires
- Finalising the questionnaires and processing the collection of data via survey
- Assist in the processing of progress reports and project reports

Qualifications:

- Degree or Diploma holder with 5 years or above relevant working experience;
- Experienced in performing arts education and team management;
- Strong project management, analytical, problem-solving and communication skills;
- Passionate in performing arts and arts education;
- Experience in working with differently abled communities, NGOs and schools an advantage.

Employment period: **from October 2020 to January 2021**

Please apply before **20 September 2020** 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 and No Limits' mission.

Applications can 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.

HKAF is committed to equal opportunity employment.

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