



香港藝術節  
Hong Kong Arts Festival

**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:

### **Senior Project Manager (No Limits)**

The Senior Project Manager is responsible for leading the No Limits team in order to deliver the project through planning, sourcing, managing resources and budgets, scheduling, coordinating with different external parties and adhere to existing guidelines throughout the full programme development and execution cycle. This also includes management of issues, risks and project change requests to ensure successful and on-time project delivery. She/he shall contribute to the creative process of curation and production, and outreach planning also improvement initiatives in order to ensure efficient and effective project delivery.

The Senior Project Manager has to run the project on a day-to-day basis, verifying that the project produces the required deliverable of quality within the specified constraints of time and cost and to achieve the potential benefits defined.

#### **Qualifications:**

1. University graduate or equivalent with a minimum of 9 years of relevant experience in the performing arts industry;
2. A creative mind with a strong sense of leadership;
3. All rounded administrative experience and an excellent team player;
4. Detail-oriented, strong administrative, interpersonal and communication skills with ability to work with multiple stakeholders;
5. Ability to think strategically and creatively and carry out responsibilities independently
6. Excellent command of written and spoken English and Chinese;
7. Knowledge of the NGO sector/social service in Hong Kong; and
8. Experience in working for festivals and/or other arts organisation



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This is a contract post renewable on a yearly basis.

Please apply before **April 30, 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](mailto:hr.recruit@hkaf.org).

HKAF is committed to equal opportunity employment.

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