



# 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, while also offering a wide range of complementary and educational events in venues across the city.

Suitable candidates are invited to apply to join the Festival's dynamic team in the contract/project-based role of:

## **Production and Technical Coordinators (Local Production)**

### **Responsibilities:**

1. To coordinate the technical preparation and various service providers in ensuring timely delivery of equipment, props and fixture required for a dance / music production in 2020 Hong Kong Arts Festival
2. To manage the production timeline and rehearsal schedule in order to ensure the smooth delivery of the performances
3. To coordinate the artists, designers and technical team, to ensure smooth running of all on-site logistics including load-in, set up, move-out and transportation
4. To engage and supervise the performances of contractors and freelance technicians and workers, and to ensure quality and efficiency at all working levels
5. To prepare, administer and account for all technical expenditures for the production, and ensure that proper procurement procedures are followed

### **Qualifications:**

1. A recognized university/ academy diploma in technical/ stage management or equivalent;
2. At least 5 year or above relevant working experience;
3. Extensive technical experience in various stage productions, including technical, operations and management;
4. Strong analytical, problem-solving and communication skills
5. Dedicated, self-motivated and well organized
6. Immediate available is preferred

Please apply on or before **31 August 2019** 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 fulfillment of the HKAF's mission.

Applications should be sent by mail to HR & Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Arts Center, 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.)