



## 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 organisation 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.

Suitable candidates are invited to apply for the following post:

### **Outreach Coordinator**

#### **Responsibilities:**

- Assist the Assistant Outreach Manager and the Senior Outreach Manager to coordinate and implement different outreach and education activities;
- Responsible for the operation and logistics of outreach projects and ensuring the smooth running of all programmes;
- Responsible for coordinating the production of the different outreach activities, including school touring, workshops and arts appreciation programmes;
- Assist in the promotion of the projects through online and printed materials;
- The role requires working on evenings and weekends during the HK Arts Festival and programme / project periods.

#### **Qualifications:**

- Degree or Diploma holder with 3 years or above relevant working experience;
- Experienced in online and Arts Tech outreach activities is preferred
- Dedicated, self-motivated, well organized and detail minded;
- Passionate in performing arts;
- Able to work independently and proficiency in MS Office;
- Availability from July preferred

This is a contract post, renewable on a yearly basis. Candidate with less experience will be considered for Outreach Officer.



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Please apply before **30 July 2021** with full résumé stating current and expected salary, and a covering letter outlining skills and experience relevant to the above requirements and the fulfilment of the HKAF's and No Limits' mission.

Applications can be sent by mail to the 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).

The HKAF is committed to equal opportunity employment.

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