



Established in 1981, Hong Kong Dance Company (HKDC) was incorporated in 2001 as a charitable and non-profit-making institution, and is financially supported by the Government of the Hong Kong Special Administrative Region. As one of the major performing arts companies in Hong Kong, our mission is to promote Chinese dance with contemporary artistic visions and Hong Kong character. HKDC is now looking for:-

Programme Manager 節目經理

Main Responsibilities:

1. Assist in programme planning and act as the producer of Company's productions (both local and overseas) detailed duties include but not limited to:
 - Liaise with guest choreographers, artists, designers etc. on terms of engagement and to co-ordinate all matters relating to the preparation and staging of Company's productions, including the exploration and booking of new venues for rehearsals and performances.
 - Control the budget for individual productions and to monitor progress of the Company's year-round productions that complies with the Company's procedures for procurement of goods and services.
 - Work closely with the Technical Manager in handling technical requirements, production budget control and the selection of contractors, service providers etc.
 - Lobby related internal and external stakeholders and assist in cultivating potential collaborators to facilitate the Company's productions.
 - Take part in outbound tour with the company to oversee the programme planning and rundown of itinerary.
2. Formulate plans and implement strategies for the development and launch of Company's special project schemes including but not limited to Venue Partnership scheme.
3. Assist in the recruitment and monitoring of the performance of contract dancers and technical staff.
4. Represent the Company to attend meetings and other public relations activities.
5. Perform other related duties as required by Head of Programme and Education and Executive Director.

**Qualifications:**

1. University degree or above, preferably in Performing Arts, Cultural Management, Stage Management or related disciplines.
2. At least 5 years of solid experience in production, performing arts management, event management or related field.
3. Professional knowledge of and practical experience with production or performing arts management.
4. Ability to perform multiple tasks and work under high pressure.
5. Strong interpersonal skills to communicate with internal and external parties at all levels, a good team leader and team player.
6. Highly motivated and having strong sense of responsibility.
7. Interest in performing arts and latest art trends and technologies.
8. Detail-oriented and have good time management skills.
9. Excellent command of written and spoken Chinese (Cantonese and Mandarin) and English.
10. Willing to work irregular hours and on weekends/public holiday.
11. Experience working with Mainland or overseas art partners or presenters will be an advantage.

Salary and Benefits:

Salary will be commensurate with qualifications and experience of the successful candidate. Fringe benefits include rest days, annual leave, medical insurance and MPF.

Closing Date:

11 January 2024

Application

Interested parties please submit your application with detailed CV, current salary and expected salary to hr@hkdance.com or by post to the Finance and Administration Manager, 4/F Hong Kong Dance Company, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong.

Applicants are encouraged to submit their applications as soon as possible. The review of applications will continue until post is filled.

All resumes and relevant information will be used strictly for recruitment purposes and will not be disclosed.

Enquiries : 3103 1888

Website : www.hkdance.com