



Established in 1981, Hong Kong Dance Company (HKDance) 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. HKDance is now looking for:-

Assistant Manager (Outreach and Education) (Contract)

副經理 (外展及教育) (合約)

Reporting to the Manager of Programme and Education, the responsibility includes:

1. Assist in planning and coordinating the outreach & education programmes, courses, and production, detailed duties include but not limited to:
 - Liaise with stakeholders, vendors, guest choreographers, instructors, artists, designers, etc. and coordinate all matters related to various programmes, activities or productions
 - Coordinate all matters related to the projects, including resource allocation, scheduling and documentation, conducting project reports, event content, compiling teaching materials, research; and managing the reimbursement of expenses, etc.
 - Assist in supervising the logistical arrangement of various projects and liaise with schools and other related institutions
 - Establish and maintain effective relationships with internal and external stakeholders (Including funding parties and government agencies)
 - Negotiate with potential partners to develop outreach and educational projects
2. Plan and prepare lectures, seminars, and courses for the dance company as required
3. Assist the company with publicity, represent the Company to attend meetings and public events
4. Handle the recruitment and supervision of contracted/part-time artistic and technical staff
5. Perform other related duties as reasonably assigned by the Company
6. Working 44 hours per week, with the possibility of irregular hours and working on Saturdays, Sundays, and public holidays

Qualifications:

1. University degree or above, preferably in Arts Education, Performing Arts, Cultural Management, Stage Management or related disciplines
2. At least 5 years of solid experience in arts education, production, performing arts management, event management or related field. Experience of working with schools, community centres or NGOs will be an advantage



3. Having a strong sense of responsibility, and ability to perform multiple tasks, capable of coping with and adapting to work pressures
4. Strong interpersonal skills to communicate with internal and external parties at all levels, a good team leader and team player
5. Excellent command of written and spoken Chinese (Including Cantonese and Mandarin) and English
6. Proficiency in MS Word, Excel, PowerPoint and Chinese Word processing
7. Knowledge of and a strong interest in outreach and education for the performing arts

Salary and Benefits:

Salary will be commensurate with the qualifications and experience of the successful candidate. Fringe benefits include rest days, annual leave, medical insurance and MPF. Subject to continual operational needs, employees with good performance may have the opportunity for contract renewal after completion of the first contract.

Application

Interested parties please submit your application with detailed CV, current salary and expected salary to hr@hkdance.com or by post to the Head of Finance and Administration, 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 the 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