



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 role of:

CUSTOMER SERVICE OFFICERS

(Temporary post: September 2018 to 25 March 2019)

Responsibilities:

To handle ticketing matters; to provide programme information and general assistance to customers; to handle enquiries, distribution of publicity materials and other duties.

Requirements:

- University graduate, preferably with 1 year's working experience;
- Fluency in spoken English and Cantonese;
- Good service attitude and interpersonal skills;
- Detail-minded, responsible, sensible, team player and able to work independently;
- Experience in ticketing is an advantage;
- Able to start immediately.

Working Hours: 8 hours per day (including shifts on holidays and weekends)

Please apply before **18 September 2018** with full resume stating current and expected salaries, and a covering letter outlining skills and experiences which are relevant to the above requirements and the fulfilment of the HKAF's mission.

Applications should be sent by mail to HR & Administration 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.

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

HKAF is committed to equal opportunity employment.



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Suitable candidates are invited to apply to join the Festival's dynamic team in the role of:

Intern (Editorial Team)

September 2018 – February 2019

Responsibilities:

- Copyediting, formatting and proofreading various bilingual publications
- Translating editorial materials as required (Chinese and English)
- Completing editorial assignments independently
- Conducting programme-related research

Requirements:

- At least two (2) full working days per week in office
- University student in relevant disciplines (preferably in arts and humanities)
- Excellent command of written Chinese and English, translation experience is a plus
- Sound proofreading skills and detail-oriented
- Organised, self-motivated, able to handle multiple tasks and meet tight deadlines
- Knowledge of and exposure to music and the performing arts are a plus

Outcome

- Interns will gain practical experience in preparing and translating materials for the performing arts, as well as valuable training in writing, editing and arts administration.

Please apply before **15 September 2018** with full resume with a cover letter indicating your available working day(s) and period by e-mail to HR & Administration Manager through hr.recruit@hkaf.org using the subject line "HKAF Editorial Intern Application 2018". Shortlisted candidates will be contacted for interview. Applicants who are not invited for interview by **15 November 2018** may consider their applications unsuccessful.

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Remuneration: Work experience students will be paid Statutory Minimum Wage (SMW). The position is also available as a credit-bearing work placement scheme in conjunction with course requirement in local tertiary institutions where applicable, which is exempted from SMW. Please indicate on your application.



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PART-TIME TICKETING ASSISTANT (October to December 2018)

Responsibilities:

Responsibilities include issuing tickets, verifying bookings, handling of ticketing matters and clerical work.

Requirements:

- F.6 and above;
- 2 years working experience in ticketing industry;
- Experience in URBTIX ticketing system is an advantage;
- Good computer skills including MS Word & Excel;
- Detail-minded, responsible, sensible and quick learner;

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