

The University of Hong Kong

Chong Yuet Ming Cultural Centre

Trainee programme – Cultural Management

If you are looking for unique working experience in arts and culture, here is the opportunity. The Chong Yuet Ming Cultural Centre (CYMCC) is now inviting application for a trainee programme on cultural management. Successful candidate will be appointed as Cultural Management Trainee at the rank of Clerical Assistant.

This is a 12-month training for our fresh graduates who are interested in exploring a career in the cultural and arts field. The appointee will be assigned to work along with our professional cultural management team to support a wide range of arts and cultural events, performances and self-running programs in CYMCC.

Requirements:

Candidates should

1. be HKU students graduating in the summer of 2019.
2. be proficient in the use of computer applications (MS Office, Chinese word processing; knowledge of Adobe software is a plus).
3. have good command of written and spoken English and Chinese (including Putonghua).
4. have the ability to execute multiple tasks.
5. have strong interest in performing arts, venue management, publicity and event management.
6. preferably have experience in project coordination, office duties and some relevant working experience.

Duties:

1. Manage CYMCC publicity channels and marketing materials (website, facebook, photo-taking, video making etc.).
2. Assist in running the two venues under the management of CYMCC (Yuet Ming Auditorium and Studio 303) and undertake clerical duties related to venue bookings.
3. Assist in student-related projects and performances.
4. Liaise with departments, student groups and outside hirers on production details.
5. Collect data and conduct surveys.
6. Perform other duties as assigned.
7. Shift duties and over-time are required (include evenings, weekends and public holidays).

Salary: HK\$13,135 per month

Applicants should send a completed application form together with an up-to-date C.V. to CYMCC at cymcc@hku.hk.

Applicants form (345/1111) can be download at <http://www.hku.hk/apptunit/jr-form.doc>. Review of applications will commence from now till 31.08.2019.

The University thanks applicants for their interest, but advises that only candidates shortlisted for interviews will be notified of the application result.