

Arts Administrator Trainee FOR HONG KONG DANCE ALLIANCE

The Hong Kong Dance Alliance is a non-profit-making body that supports and promotes all forms of dance in Hong Kong. Its two on-going projects are publication of *dance journal/hk* and the annual Hong Kong Dance Awards.

We are looking for an Arts Administrator Trainee (12-month contract). Areas of responsibility include project planning and execution, timeline and budget management, program publicity, reporting, and regular communication with art practitioners.

Job Description

- To assist the Administrator in shaping and executing stand-alone projects and ongoing initiatives of the Alliance
- To assist the Administrator to liaise with Government and other public bodies to serve as a primary voice for the dance in Hong Kong
- To track project budget, maintain accurate documentation and record of each project
- To manage and assist in graphic design and production of promotional material (online and offline)
- To liaise with overseas dance organizations
- To translate letters, press releases, documents, and dance articles between Chinese and English as required
- To coordinate special/ ad hoc projects
- To undertake any other duties as assigned

Qualifications and requirements

- Hong Kong permanent resident
- Strong interest in and commitment to dance and its related activities
- Tertiary degree holder obtained within the last three years in arts administration/cultural studies/ language or communication from a recognized university
- 1-2 year(s)' working experience, preferably in arts administration
- A good team player with outstanding communication, organization, inter-personal and problem solving skills
- Responsible, meticulous, self-motivated, and mature
- Excellent oral and written English and Chinese
- Proficient computer, internet and social networking skills. Knowledge in operating Adobe InDesign and Adobe Photoshop an advantage
- Able to work independently and under pressure. Working some evenings and weekends may be required
- Strong networking in the dance industry an advantage



Remuneration will be based on working experience. Successful candidates will be offered 12-month contract. Interested candidates are asked to send their full c.v. with a cover letter (marked confidential) stating their current and expected salary and date of availability to : The Chairperson, Hong Kong Dance Alliance, G/F, 110 Shatin Pass Road, Wong Tai Sin, Kowloon. Application will close on **8 August (Friday) 2014**. Applicants can consider their application unsuccessful if they do not hear from us by 15 August (Friday) 2014.

Data received will be used for recruitment purposes only.



The Arts Administration Internship Scheme is supported by the Hong Kong Arts Development Council