

## **Arts Administration 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. We are looking for an Arts Administrator Trainee (12-month contract).

### Job Description

- To assist the Manager in shaping and executing stand-alone projects and ongoing initiatives of the Alliance
- To assist the Manager 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
- To liaise with overseas dance organizations
- To manage project operation and logistic.
- To translate letters, press releases and documents 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, communication or related subject 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
- Knowledge in operating design software an advantage
- Able to work independently and under pressure.
- Strong networking in the dance industry an advantage

Remuneration will be based on working experience. Successful candidates will be offered 18-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 [cathy@hkdanceall.org](mailto:cathy@hkdanceall.org). Application will close on **30 Sep 2016**.

*Data received will be used for recruitment purposes only.*