



## **Hong Kong Dance Alliance Limited**

The Hong Kong Dance Alliance is a non-profit-making body that supports and promotes all forms of dance in Hong Kong. Our projects include publishing the bi-monthly periodical *dance journal/hk*, presenting new works by young choreographers and organizing the annual Hong Kong Dance Awards.

We are looking for an **Administration and Project Manager**.

### **Job Description**

- To lead the team in delivering projects
- To handle administrative tasks for the organization including preparing budgets, grant proposals and project applications
- To work with the editorial team for the bi-monthly publication *dance journal/hk*
- To liaise with the Government and a diverse range of stakeholders as a primary voice for the dance industry in Hong Kong
- To organize meetings and report to the Board regularly
- To maintain financial records and monitor expenses
- To supervise supporting staff

### **Qualifications and Criteria**

- Minimum 4 years relevant working experience in performing arts-related field
- Interest in dance is essential while existing network in the dance field is strongly preferred
- Strong administrative and organizational skills, with proven ability to use initiative, work independently, multi-task and meet deadlines
- Excellent interpersonal and communication skills with fluent spoken and written Cantonese and English
- Proficiency in MS Office and fundamental knowledge of book-keeping
- Experience in editing/layout and knowledge of InDesign and Photoshop would be an advantage
- Immediate availability preferred

To learn more about us, please refer to the Alliance's website and Facebook page:

Website: <http://www.hkdanceall.org/>

Facebook: <https://www.facebook.com/hkdancealliance>

Remuneration will be based on working experience. Interested candidates are invited to send their full resume with a cover letter stating their current and expected salaries, along with the date of availability to [admin@hkdanceall.org](mailto:admin@hkdanceall.org) by **31 January 2022 (Monday) 12 noon**.

*Hong Kong Dance Alliance is financially supported by the HKADC*

香港舞蹈聯盟為藝發局資助團體