



French May Arts Festival 2023 Performing Arts Programme Officer (Freelance)

Established in 1993, French May is one of the largest cultural events in Asia. With more than 100 programmes presented across two months, it has become an iconic part of Hong Kong's cultural scene that reaches over 1 million visitors each year.

We are looking for a freelance Performing Arts Programme Officer, who will work closely with the Senior Performing Arts Manager to plan and implement the Festival's performing arts programmes and education & outreach activities between April and July 2023, under the Festival's artistic vision.

Responsibilities:

- Assist in the planning and implementation of the performing arts programme and education & outreach activities;
- Assist in overseas artist coordination and hospitality arrangements;
- Provide day-to-day support on production and ticketing management;
- Provide on-site support for Festival-related events;
- Provide a full spectrum of administrative support to the performing arts department.

Requirements:

- University graduate in Performing Arts, Cultural Management, Event Management or related discipline;
- 1-2 years working experience in arts administration, candidates with less experience will be considered as Performing Arts Programme Coordinator;
- Strong execution and organisational skills and the ability to meet deadlines;
- Excellent written and spoken English and Chinese;
- Proficient with PC and its software (Microsoft Office);
- Passionate in performing arts, detail-orientated, team player with initiative, open to flexible working hours

For interested parties, please submit your application with a cover letter, CV, current and expected salary and date of availability to georgina.lo@frenchmay.com. Shortlisted applicants will be contacted for an interview. Applicants are encouraged to submit their applications as soon as possible. The review of applications will continue until the post is filled.