



**Partnerships and Events Assistant at French May Arts Festival
(5-month contract commencing March 2025)**

Are you passionate about the arts and eager to contribute to one of the most renowned cultural events in Hong Kong? French May Arts Festival is seeking a dynamic and highly organised individual to join our team as a **Partnerships and Events Assistant**. In this role, you will play a vital part in supporting our Partnerships Manager and Event Manager in the preparation and execution of the 2025 Festival edition.

Responsibilities:

- Liaising with festival patrons, sponsors, and partners, including leading properties, financial institutions, luxury brands, and individual donors;
- Liaising with external contractors, including venues and catering providers, to ensure smooth operations;
- Supporting the Festival team, including invitations, logistics, and ticketing;
- Assisting with the preparation of partnership-related communications, including emails, social media posts, and eDM content;
- Maintaining the calendar of partnership events;
- Working with finance team to ensure all payments are timely invoiced and collected;
- Updating partnership budget documents;
- Ad-hoc administrative support to French May Executive Director.

Requirements:

- 1-2 years of administrative experience;
- Strong organisational skills with excellent attention to detail;
- Effective communication and interpersonal skills to collaborate with diverse stakeholders – both in person and across the organisation;
- Excellent multitasking abilities, with the capacity to prioritise and meet competing deadlines and complex partner requests in a fast-paced environment;
- Demonstrated ability to work independently and take initiative;
- A passion for the arts and a desire to contribute to the success of the Festival;
- Excellent written and spoken English and Cantonese;
- Occasional weekend and evening work may be required for selected events.

For interested parties, please submit your application with a cover letter, CV, and current and expected salary to brune.luciat-labry@frenchmay.com.

Shortlisted candidates 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.