

TOOLBOX PERCUSSION

敲擊襄

Toolbox Percussion proactively drives percussive arts programme in Hong Kong, curating ambitious music projects and challenging the best in the field whilst also continually nurturing new musical talent in innovative ways. We are a creative incubator of activities working to mark new music happen by commissioning, developing, collaborating, rehearsing, performing, recording and touring contemporary performances.

Project Officer (Digital & Media)

Recruited member will be a vital member of the Toolbox Percussion team that is responsible for the Culture, Sports and Tourism Bureau funded programs. His / Her main duties will be to leading digital and media materials preparation in programme development, HKADC programmes, and any promotional/commercial activities.

The suitable candidate will help us:

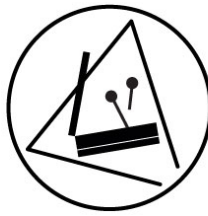
- in meaningful key projects to positively impact on the promotion of percussive arts;
- by responsible for the development and delivery of comprehensive marketing campaigns that align with the troupe's strategic direction;
- by developing new digital and media tools to summarise Toolbox's core production and carrying out other duties as set out in the position description

We are looking for an experienced arts administrator with the following attributes:

- degree holder or above with at least 2 year full-time working experience in arts and cultural management / marketing or related sector
- flexibility and ability to work independently
- with knowledge and passion in percussion / contemporary music / performing arts / theatre production an advantage
- self-initiative, proactive, dynamic and ability to meet tight deadlines
- good computer skills including proficiency in Microsoft Office, Apple iOS, Google Suite.
- good design and media, web development skills include Adobe Creative Suite required.
- good interpersonal skills and a team player
- confidence in delivering promotional text and with copy-editing skills
- good written and communication skills in Chinese, English and good computer literacy in spreadsheet and presentation
- with good quantitative and analytical skills with good understanding of media tracking and analysis tools and social media
- Hong Kong Permanent Resident

Successful candidate will be offered a 12-month contract, salary offered will commensurate with qualifications and experience, renewable contract subject to funding approval.

Application Deadline: 30 Sept 2022



TOOLBOX PERCUSSION

敲擊襄

Application: Interested candidate please send application with full resume, current and expected salary, portfolio (if available), date of availability to retired@toolboxpercussion.org. Shortlisted applicants shall be invited for face-to-face interview within 2 weeks of application deadline. Applicants who are not invited to an interview within 1 month from the closing date should consider their applications unsuccessful. Data collected is for recruitment only and will be treated in the strictest confidence.

(All information provided will only be used for recruitment-related purpose. Candidates not invited for interview within eight weeks may consider their applications unsuccessful and the applications will be retained for six months.)

Enquiries: bettyfung@toolboxpercussion.org

Website: www.toolboxpercussion.org / www.ticafestival.org



香港藝術發展局
Hong Kong Arts Development Council

敲擊襄為藝發局資助團體

Toolbox Percussion is financially supported by the HKADC.