



TOOLBOX PERCUSSION

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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 Assistant

Recruited member will be a vital member of the Toolbox Percussion team that is primarily responsible for Leisure and Cultural Services Department-funded programs - **"Encounters Oi! Oi! Oi!"** and assisting the Hong Kong Arts Development Council-funded projects. His / Her main duties will be assisting in program implementation, artist coordination, and support any promotional/commercial activities.

The suitable candidate will support us by:

- Assisting in programme development, coordination and arrangement for Company productions, education programmes, sponsor's programmes and any promotional/commercial activities as assigned by Artistic Director / Creative Producer;
- Assisting in logistics for events, including venue sourcing and booking, scheduling, equipment rental, catering, and transportation.
- Working with the marketing team to develop and implement promotional strategies for events;
- Assisting the Artistic Director and Resident Artists for on-site preparation and coordination;
- Assisting in office administration work if needed and as assigned by Artistic Director / Senior Programme Officer.

We are looking for a passionate arts administrator with the following attributes:

- Bachelor degree or above in Arts Administration/ Cultural Management / Cultural Studies/ or relevant discipline;
- Previous work experience related to event / stage management preferred;
- Demonstration of a strong interest in promoting percussion / contemporary music / performing arts/ theatre and cross-disciplinary productions;
- Self-initiative, proactive, dynamic, and able to meet tight deadlines;
- Good computer skills including proficiency in Microsoft Office, Apple iOS, AutoCAD, and some knowledge of Adobe applications preferred;
- Good interpersonal skills and a team player;
- Good written and communication skills in Chinese, English;
- Hong Kong Permanent Resident aged 18 or above.



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Application: Interested candidate please send an expression of interest letter and expected salary to retired@toolboxpercussion.org . Shortlisted applicants shall be invited for face-to-face interview within 2 weeks. Applicants who are not invited to interview within 2 months from the application date should consider their applications unsuccessful. Data collected is for recruitment only and will be treated in the strictest confidence. Review of applications will commence on 31 January 2024 and continue until the post is filled.

Enquiries: retired@toolboxpercussion.org

Website: www.toolboxpercussion.org

About Toolbox International Creative Academy: www.ticafestival.org



敲擊裏為藝發局資助團體

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