



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 Executive (1-year Contract)**

Recruited member will be a vital member of the company to assist in programme development, coordination and arrangement for Company productions, education programmes, sponsor's programmes and any promotional/commercial activities as assigned by Artistic Director.

The suitable candidate will support us:

- in meaningful key projects to positively impact on the promotion of percussive arts;
- by assisting to build the reputation of, and attendance at Company curated events and programs
- by assisting in administrative and daily office support activities
- by liaising with different parties involved in Company productions
- by providing effective administrative and logistics support for efficient project management
- by exploring funding and promotion opportunities through different channels and through collaborations with other art groups, sponsors, business partners, patrons and supporters

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

- Hong Kong Permanent Resident aged 18 or above
- graduates of a tertiary institute or above within the last 3 years (ideally with working experience in arts and cultural management / marketing / social service or related sector)
- flexibility and ability to work independently
- Demonstration of strong interest in promoting percussion / contemporary music / performing arts / theatre production
- self-initiative, proactive, dynamic and ability to meet tight deadlines
- good computer skills including proficiency in Microsoft Office, Apple iOS, Google Suite, knowledge on Adobe applications and graphic design software preferred
- good interpersonal skills and a team player
- good written and communication skills in Chinese, English

Successful candidate will be offered a 1-year contract, salary offered will commensurate with qualifications and experience.



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**Application Deadline:** 15 February 2024

**Application:** Interested candidate please send application with full resume, current and expected salary, date of availability to [retired@toolboxpercussion.org](mailto:retired@toolboxpercussion.org). Review of applications will commence on 31 January 2024.

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.

The Arts Administration Internship Scheme is supported by the Hong Kong Arts Development Council.

(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:** [retired@toolboxpercussion.org](mailto:retired@toolboxpercussion.org)

Website: [www.toolboxpercussion.org](http://www.toolboxpercussion.org) / [www.ticafestival.org](http://www.ticafestival.org)

