



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.

Trainee Producer (18-month)

Recruited member will be a vital member of the Toolbox Percussion team that is primarily responsible for Leisure and Cultural Services Department-funded programs - **Oi! Spotlight** and assisting the Hong Kong Arts Development Council-funded projects. His / Her main duties will be assisting in program implementation, artist coordination and festival productions, 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 the Artistic Director / Creative Producer in negotiation and communication with other presenters and contractors;
- Assisting the Artistic Director / Creative Producer in coordination with personnel of schools and community organizations on the arrangement of education/community projects;
- Preparing all contracts of freelance artists, such as composers, designers, directors, lyricists, playwrights, translators, performers, and tutors, etc., as instructed by the Artistic Director / Creative Producer, and to keep an updated contact list of freelance artists for the company;
- Assisting the Artistic Director and Resident Artists for on-site preparation and coordination;
- Assisting the production team in terms of technical support

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;
- Flexibility and ability to work independently;
- 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;



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- Good written and communication skills in Chinese, English;
- Hong Kong Permanent Resident aged 18 or above;
- Priority will be given to applicants who were previously enrolled in Toolbox Percussion's Arts Management Internship Programs and partook in other internship opportunities by Toolbox Percussion.

The successful candidate will be offered a 18-month contract, salary offered will be commensurate with qualifications and experience.

For interested parties, please submit your application on or before the following date. Applicants are encouraged to submit their applications as soon as possible.

Application Deadline: 11 September 2023

Application: Interested candidate please send application with full resume, current and expected salary and portfolio (if any) to retired@toolboxpercussion.org Shortlisted applicants shall be invited for face-to-face interviews within 2 weeks of the application deadline or ASAP. 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.

[Remarks: The position is part of the Arts Production Internship Scheme. The Arts Production 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

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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