



TOOLBOX PERCUSSION

敲击裏

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.

Company Executive (Part-time)

Role Summary:

The Company Executive (Part-time) will support the administration and operations of Toolbox Percussion, a dynamic arts organization focused on percussion and contemporary music. This role includes managing administrative tasks, bookkeeping, responding to general inquiries, assisting with stage production and planning, and ensuring the smooth execution of various projects. The position also requires basic skills in creating fair and legal agreements and monitoring the progress of administrative tasks.

This part-time role is ideal for a passionate and detail-oriented arts administrator who thrives in a creative environment and has a strong interest in supporting percussion, contemporary music, and cross-disciplinary productions.

Key Responsibilities:

1. Administrative Support

- Manage daily administrative tasks, such as correspondence, filing, and maintaining organized records.
- Respond to general inquiries via email, phone, or in-person, ensuring professional and timely communication.
- Monitor and ensure the completion of various administrative tasks within deadlines.
- Maintain and update organizational databases, schedules, and documentation.

2. Financial Administration

- Perform basic bookkeeping, including petty cash management, tracking expenses, and preparing financial records.
- Assist in reconciling accounts and preparing necessary financial documents for audits or reporting purposes.

3. Contract Creation and Monitoring

- Draft fair and legally compliant agreements for collaborators, artists, vendors, and other stakeholders.
- Oversee the execution and fulfillment of agreements, ensuring all parties meet their obligations within the agreed timelines.



TOOLBOX PERCUSSION

敲击裏

4. Production and Event Assistance

- Assist with stage production planning and logistics, including scheduling, resource coordination, and on-site support during productions as needed.
- Collaborate with the team to ensure the smooth execution of events and performances.

Key Attributes and Qualifications:

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

Education: Bachelor's degree or above in Arts Administration, Cultural Management, Cultural Studies, or a relevant discipline (current students are welcome).

Experience: Previous work experience related to event or stage management is preferred.

Passion: Strong interest in promoting percussion, contemporary music, performing arts, theatre, and cross-disciplinary productions.

Skills:

- Self-initiative, proactive, dynamic, and able to meet tight deadlines.
- Good computer skills, including proficiency in Microsoft Office, Apple iOS, and AutoCAD; knowledge of Adobe applications is preferred.
- Good interpersonal skills and the ability to work as a team player.
- Excellent written and communication skills in Chinese and English.
- Residency: Must be a Hong Kong Permanent Resident aged 18 or above.

Engagement Details:

- Work Hours: 8–16 hours per week (in-office).
- Pay Rate: HKD 80–100 per hour, depending on experience.
- Engagement Period: June 2025 – April 2026.
- Workplace: The role is based in-office, with occasional on-site support required during productions.

Application Details:

Interested candidates, please send an expression of interest letter and your expected salary to retired@toolboxpercussion.org. Shortlisted applicants will be invited for interviews.

Applicants who are not invited to interview within 2 months from the application date should consider their applications unsuccessful.

Data collected is for recruitment purposes only and will be treated in the strictest confidence. Review of applications will commence on **28 April 2025** and continue until the post is filled.

Enquiries: retired@toolboxpercussion.org

Website: www.toolboxpercussion.org

About Toolbox International Creative Academy: www.ticafestival.org

