

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.

Assistant Company Executive (18-month)

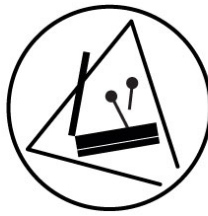
Recruited member will be a vital member of the Toolbox Percussion team that is primarily responsible for Leisure and Cultural Services Department-funded programs - **Oi! Spotlight** and assisting the Hong Kong Arts Development Council-funded project. His / Her main duties will be to assist in program 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 in Coordinate logistics for events, including venue sourcing and booking, equipment rental, catering, and transportation.
- Preparing all contracts of free-lance 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;
- Working with the marketing team to develop and implement promotional strategies for events;
- Coordinating event ticketing arrangement when necessary;
- Keeping an updated database of friends/audience/students for the company;
- Assisting the Artistic Director and Resident Artists for on-site preparation and co-ordination;
- Assisting in office administration work if needed and as assigned by Artistic Director / Creative Producer.

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 experience working within art and cultural discipline
- Demonstration of a strong interest in promoting percussion / contemporary music / performing arts/theatre production
- Self-initiative, proactive, dynamic, and able to meet tight deadlines



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- Good computer skills including proficiency in Microsoft Office, Apple iOS, Google Suite, and some knowledge of Adobe applications and graphic design software preferred
- Good interpersonal skills and a team player
- Good written and communication skills in Chinese, English
- Hong Kong Permanent Resident aged 18 or above

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 with a detailed CV. Applicants are encouraged to submit their applications as soon as possible. The review of applications will continue until the post is filled.

Application: Interested candidate please send application with full resume, current and expected salary and portfolio (if any) to intern@hkadc.org.hk. 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 Talents Internship Matching Programme. The Arts Talents Internship Matching Programme 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



敲擊襄為藝發局資助團體

Toolbox Percussion is financially supported by the HKADC

