



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.

### **2024/25 Young Arts Administrator Fellowship Programme (6-month)**

Spanning from October 2024 to April 2025, the scheme will provide fellows firsthand experience in event management with Toolbox Percussion, opportunities to work with emerging international composers, outing and lectures to inaugurate art practitioners knowledge and professionalism in art administration and management, transforming them into the next leaders in the industry.

Suitable candidates will gain:

- On-site event management experiences in our upcoming events, including ASIA+ and Toolbox International Creative Academy (TICA) Festival;
- Close collaboration with international composers/ finalists at the 6th Toolbox Percussion International Composer Competition (TPICC);
- Lectures on programme curation, docentship, leadership and teamwork;
- Art appreciation outing activities.

\* The fellowship will also require participants to assist in office administration work when needed, which counts towards a maximum of **400 hours** of committment from October 2024 to April 2025. Travel allowances will be offered.

We are looking for fellows with the following attributes:

- Undergraduates or graduates of Bachelor degree or above in Arts Administration/ Cultural Management/ Cultural Studies/ or relevant discipline;
- Previous work experience related to event / stage management preferred;
- Self-initiative, proactive, dynamic, and able to meet tight deadlines;
- Proficiency in Microsoft Office and Apple iOS; knowledge in AutoCAD, Logic Pro and Ableton will be an advantage;
- Good interpersonal skills and a team player;
- Good written and communication skills in Chinese and English;
- Hong Kong Permanent Resident aged 18 or above.

**Application:** Interested candidate please send CV, with response to any of the five tasks below to [retired@toolboxpercussion.org](mailto:retired@toolboxpercussion.org). Shortlisted applicants shall be invited for face-to-face interview within 2 weeks. Applicants who are not invited to interview within 1 month from the application date should consider their applications unsuccessful. Data collected is



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for recruitment only and will be treated in the strictest confidence. Review of applications will continue until the post is filled.

**Please complete ONE of the following tasks along with your application with no more than 500 words:**

1. Write a bilingual invitation to 3 cultural entities of your choice to Toolbox Manoeuvre (<https://www.toolboxpercussion.org/performance>) to make impacts — list the 3 entities and provide reason(s) why you invite them to this performance;
2. Outline the contents of a media kit for the purpose of engaging a media partner of your choice to promote Toolbox International Creative Academy (TICA) Festival;
3. Prepare an itinerary for fellow composers under Toolbox Percussion International Composition Programme (TPICC) with information for them to learn about Hong Kong — with date/ time periods/ duration;
4. Based on your experience at “Oi! Spotlight: encounters oi! oi! oi!” ([https://www.apo.hk/en/web/apo/oi\\_spotlight\\_encounter\\_oi.html](https://www.apo.hk/en/web/apo/oi_spotlight_encounter_oi.html)), create an experience/ happening to engage young audiences aged from 12 to 16, present a plan to the team;
5. Propose a fundraising campaign for Toolbox Percussion 2025.

