



## Company Manager

Established in 1993, Passoverdance is a local non-profit dance organisation, which later underwent a restructuring led by Pewan Chow, Antoinette Mak and a group of young artists in 2008. Passoverdance has been a recipient of the Hong Kong Arts Development Council Year Grant since 2016. The company is dedicated to fostering and developing local dance culture, as well as discovering and nurturing new talents in the community. In recent years, the company has toured to Beijing, Guangzhou, Singapore, Bahrain, Taiwan, Malaysia and Norway. With its endeavour to explore the infinite possibilities in the art of dance, Passoverdance strives to reveal the purity and uniqueness in each work, creating a deeper dialogue and interaction between the audience and the work.

### Job Duties:

- Collaborate closely with the Artistic Director to ensure the artistic vision is effectively executed;
- Keep the smooth running and oversee the day-to-day operations of the Company, including budgeting, programme development, co-ordination, administration and arrangement;
- Handle funding applications, programme proposals, contracts and administrative tasks related to productions, performances and education programmes;
- Manage and coordinate rehearsals, performances, and touring activities;
- Keep the Company on track with all the obligations in accordance to the agreements with funding bodies, and to prepare reports accordingly;
- Oversee the company's financial resources, including budget planning, monitoring expenses, and financial reporting;
- Provide guidance to internship fellows and work with other team members to promote a supportive, collaborative and creative atmosphere within the Company;
- Develop and maintain relationships with dancers, choreographers, guest artists, and other stakeholders;
- Manage the archive of all activities of the Company;
- Organise and prepare for Board meetings.

Requirements:

- Permanent HK resident;
- Bachelor's Degree or above, preferably in arts administration, dance/performing arts setting, OR at least 4-5 years relevant working experience in event management, administration or marketing communications;
- With Knowledge and passion in performing arts;
- Experience and knowledge in handling bookkeeping activity;
- Excellent communication and writing skills in both Chinese and English. Putonghua will be an advantage;
- A self-motivated team player with good interpersonal, communications and presentation skills;
- Creative, proactive, well organized, details-oriented and able to work independently;
- Proficiency in computer skills including MS Office and Chinese word processing;
- Willing to work on shift or public holidays occasionally;
- Immediately available / short notice period is highly regarded.

*Successful candidate will be appointed on a full-time contract. Interested parties please submit your application with your **full resume** stating your **education background, work experience, last and expected salary and date of availability** to [admin@passoverdance.org](mailto:admin@passoverdance.org).*

***Resume not indicating expected salary will not be considered.***

*Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes.*