



## **Project Manager (28-month contract)**

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 and Malaysia. 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:

- To oversee and coordinate all project activities, including programme planning, budgeting, marketing and promotion, and execution.
- To manage and supervise project progress and expenditures of the programme and to ensure completion of projects are on time, within budget and achieve the project objectives.
- To seek out potential partners and participants, act as the point of contact for project partners and funder.
- To facilitate creative progresses by anticipating and managing artistic needs while supporting the programme to ensure that all aspects of the programme have relevant support.
- To supervise the project team on administrative works, including daily operation, on-site support to artists and other professionals.
- To liaise with different stakeholder groups, including funders, government departments, NGOs and instructors.

### Requirements:

- Permanent HK resident;
- University graduate in arts management with **minimum 5 years of relevant and solid managerial experience**. Knowledge and passion in performing arts;
- Experience in executing large-scale arts education project;

- Excellent communication and writing skills in both Chinese and English. Putonghua will be an advantage;
- Good interpersonal skills, well-organised and able to work independently;
- Detail-oriented, strong interpersonal and presentation skills, Insightful, self-motivated and resilient; and
- Willing to work on shift or public holidays occasionally.

Salary will commensurate with qualifications and experience. Interested parties please **apply with detailed resume indicating education and work experience, expected salary and earliest 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. Passoverdance reserves the right to consider late applications and not to make appointment for the post advertised.