



Company Manager (3-year 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 draw up programme proposals and funding applications on behalf of the Company.
- To keep the Company on track with all the obligations in accordance to the agreements with funding bodies, and to prepare reports accordingly.
- To keep the book of the Company.
- To keep the smooth running and development of the Company, and to oversee programme development, co-ordination and arrangement for Company productions and education programmes.
- To manage the archive of all activities of the Company.
- To prepare all contracts of artists and staff and to keep an updated contact list of freelance artists for the company.
- To serve the Board of Directors and to host/co-host the Board meetings.
- To perform other office administration work as necessary.

Requirements:

- Permanent HK resident;
- Bachelor's Degree or above, preferably in Arts, Arts/Event Management or related discipline 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 and liaising with accountants;
- 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; 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

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.