



Senior Project Officer / Project Officer (2-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 work closely with Project Manager in all aspects of a dance educational programme;
- to support the programme execution including liaising and fostering the operation with work partners;
- to provide on-site support in community and educational workshops, and to prepare programme materials required by instructors;
- to manage and update the promotional channels, including the programme website and social media accounts.
- to assist in formulating publicity plans, execute marketing & advertising campaigns and implement publicity initiatives to promote the programme;
- to assist in the planning of workshops, rehearsals, dance video, performances and coordinate with over 80 relevant parties;
- to liaise with venue personnel, internal production teams, NGOs, media and other relevant parties to ensure that operations are efficient and effective;
- to draft correspondences and assist in preparing progress reports to the Hong Kong Jockey Club Charities Trust on a regular basis;
- to handle and keep proper records of data and questionnaires;
- to review the effectiveness of the programme operation; and
- to perform any other duties as assigned.

Requirements:

- Permanent HK resident;
- University graduate with a minimum of 2 years of post-qualification work experience in project administration, preferably in the field relevant to arts administration / education / community and/or marketing;
- Excellent writing skills in both Chinese and English;
- Good interpersonal and communication skills to work with different parties;
- Proficiency in computer skills including MS Office and Chinese word processing;
- Knowledge in multimedia or graphic design would be a bonus;
- Willing to work on shift or public holidays occasionally;
- Knowledge and passion in performing arts / creative education;
- Immediately available preferred.

Salary offered will be commensurate with qualifications and experience. Interested parties please send **CV with details on education and work experience, expected salary, and indicating your earliest availability** to admin@passoverdance.org.

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.