



香港藝術節 Hong Kong Arts Festival

The Hong Kong Arts Festival is a non-profit organization committed to enriching the cultural life of the city. It presents about 130 performances by top local and international talent in February and March each year, and offers a wide range of "PLUS" and educational events for a diverse cross section of the public in venues across the city.

Suitable candidates are invited to apply to join the dynamic team behind the 2018 Festival as:

CUSTOMER SERVICE OFFICERS

(Temporary post: Now to 26 March 2018)

Responsibilities:

To handle ticketing matters; to provide programme information and general assistance to customers; to handle enquiries, distribution of publicity materials and other duties.

Requirements:

- University graduate, preferably with 1 year's working experience but is negotiable;
- Fluency in spoken English and Cantonese;
- Good service attitude and interpersonal skills;
- Detail-minded, responsible, sensible, team player and able to work independently;
- Experience in ticketing is an advantage;
- Able to start immediately.

Working Hours: 8 hours per day (including shifts on holidays and weekends)

Please apply before **15 January 2018** with full resume stating current and expected salaries, and a covering letter outlining skills and experiences which are relevant to the above requirements and the fulfilment of the HKAF's mission.

Applications should be sent by mail to HR & Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through hr.recruit@hkaf.org.

(All personal data collected will be used for recruitment purposes only.)

HKAF is committed to equal opportunity employment.