

## **The Company**

Established in 1988 by YU Yan-wah, Jacky, E-Side Dance Company is one of the representative contemporary dance organizations in Hong Kong. In addition to creating original dance theatre productions, it provides a platform for artistic and cultural exchange in Asia constantly. The company also organizes plenty of outreach programmes to nurture the aesthetics of youth generation and reach a wider audience. It presents internationally superb dance productions every year to help develop a brand-new arts and cultural hub in Hong Kong. The company has been the venue partner of the Ngau Chi Wan Civic Centre since 2008. The company achieved the **2006 Hong Kong Dance Awards for “Outstanding Choreography”** of its production and **2012 Hong Kong Dance Awards for “Outstanding Service to Dance”**.

## **Arts Administrator Trainee**

### Job Duties:

- Assist in administrative and daily office support activities
- Write and distribute press releases to media
- Liaise with different parties involved in the productions
- Coordinate the production of publicity materials and collateral for the programmes
- Provide administrative support for the programmes
- Carry out ad-hoc duties as assigned

### Requirements:

- Hong Kong permanent resident
- Degree holder or above
- Excellent command of written and spoken English and Chinese (Cantonese & Putonghua)
- Proficiency in MS office & basic computing skills
- Passionate about arts and culture
- Creative, responsible, self-motivated and an effective team player with good interpersonal skills
- Able to work with flexible working hours to accommodate production schedules

Interested applicants please submit application with cover letter and CV with expected salary to [admin@esidehk.com](mailto:admin@esidehk.com)

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