

FRINGE CLUB PRESENTS

# Jazz go Central Jazz go Fringe

## WANTED

### Project Co-ordinator

Full-time 15-month contract

Organize Jazz concerts and educational events  
with the Fringe Club, a contemporary art space in a heritage building

Love of the arts  
Take care of people  
Enjoy night-time concerts and events

**Application Deadline: 20. 4. 2018, 12 noon**

Send C.V. to Ms Christy Chow

By email: [jazz@hkfringeclub.com](mailto:jazz@hkfringeclub.com)

Project details: [www.hkfringeclub.com/en/projects/9](http://www.hkfringeclub.com/en/projects/9)



## **Project Coordinator (full-time, 15-month contract)**

### **Major Responsibilities:**

- To assist Project Manager in programme planning, scheduling, artists co-ordination, ticketing and front-of-house operation of Jazz performances;
- To co-ordinate educational and learning programmes, including workshop, master-class, open rehearsal, Jazz Youth Scheme and teaching kit;
- To assist the promotion of the project such as production and delivery of marketing materials;
- To assist ad-hoc tasks and administrative tasks assigned by Project Manager.

### **Requirements:**

- Degree holder or above in music / art administration/ production related/ cultural management or related disciplines and relevant working experience;
- Good communication and writing skills;
- Proficiency in Microsoft computer applications (Excel, Word, Powerpoint);
- Love of music and the arts;
- Detail-minded, and strong ability to work under pressure and multi-task;
- Creative, self-motivated and well-organized;
- Flexible working hours and overtime work (including public holiday) are required occasionally.

**Application Deadline: Fri 20 . 14 . 2018, 12 noon**

Please apply with full C.V. to **Ms Christy Chow:**

**By email:** [jazz@hkfringeclub.com](mailto:jazz@hkfringeclub.com)