

Hong Kong Gaudeamus Dunhuang Ensemble (HKGDE)

香港天籟敦煌樂團



Year 2021 Summer Internship – Marketing Assistant 2021 年暑假實習計劃 – 市場推廣助理

香港天籟敦煌樂團於 2018 年成立，樂團本著以人為本的教育理念和文化承傳的精神，以「行者」之心作樂，古樂新詮、古譜入音，致力通過敦煌古樂演繹及教育課程，弘揚敦煌文化和藝術。

Hong Kong Gaudeamus Dunhuang Ensemble was founded in 2018. Combining the principle with the education of respecting individual and inheritance of Dunhuang culture, we attempted to recreate and enliven musical scenes from over a thousand years ago in the paintings within the Dunhuang grottoes through our interpretation and academic cooperation of ancient Dunhuang music, in order to enhance and promote the Dunhuang art and culture.

本團現誠邀有志投身藝術文化行政的朋友加入樂團，參與這個實習計劃。

樂團開設一個兼職藝術行政「市場推廣助理」職位，實習為期 8 周，6 月至 8 月。

We are excited to recruit an art administrator who are passionate to start their career in the art field.

Our internship position is Marketing Assistant, total of 8 weeks from June till August.

工時及待遇：

一周五天工作，視乎行政經驗而定實際工作涉獵內容，每周平均總工作時數將不多於 40 小時。

* 籌辦演出或教育項目期間或需不定時/周六/假日工作，如需超時工作會以補假作為補償

*若表現良好者將獲考慮受邀參與外地巡演的項目，費用全免。

Benefits:

5-day work, exact job tasks will be arranged depends on interns' ability and experiences.

Total average weekly working hour will not excess 40 hours.

* The job requires working on weekends or public holidays; relative compensation leave will be arranged for all the overtime work.

* With high internship performance, interns may be invited to join the touring project.

職位: 市場推廣助理 (教育及演出項目)

Position: Marketing Assistant (Education and Program team)

職責

- 提供支援及協助處理本年度所舉行之教育及非本地演出項目的市場推廣行政工作；
- 協助經理和項目主任作活動的市場研究和與相關方單位作聯絡及跟進相關事宜；
- 協助樂團的項目宣傳工作，包括更新網頁及社交媒體平台及通訊編輯等；
- 與對接機構聯絡及諮商，統籌對外事務並支援樂團各項教育拓展及教育的工作。
* 或須外勤工作及隨團外訪

Job Description

- Provide marketing and administrative support on preparation and execution of education & performance (touring) program;
- Assist Manager & Project Officer to organize market research and liaison with related parties;
- Assist in promotion and marketing, including managing website and social media platform;
- Coordinate with third parties, engage with the planning and execution on education projects.
*may require work on weekend / public holiday

入職條件及要求:

- 細心、有責任心、具良好溝通及組織能力、有團隊精神及能獨立完成工作；
- 對音樂、藝術或敦煌文化有興趣更佳；
- 曾於表演藝術 / 藝術 / 文化相關機構工作更佳；
- 持大學學位或同等學歷，文化管理、市場學、翻譯或藝術文化相關將獲優先考慮；
- 熟悉一般電腦 (MSWord、Excel、PowerPoint 等) 編輯處理及網上媒體操作更佳；
- 具備優秀中、英文溝通能力，懂得普通話更佳，熟悉中、英文電腦文字輸入。

Requirements:

- Excellent inter-personal skills with good common sense, detail-oriented, and a good team player;
- Have a great passion for music, the arts and Dunhuang is preferred;
- Work experience in the arts & culture organization, preferably;
- Degree in Cultural Management, Marketing, Translation, or Arts disciplines, preferably;
- Proficiency in computer skills including Word, Excel, Chinese Word processing; and familiar with managing online social media platform;
- Fluent in English and Cantonese, and Putonghua preferably.

申請需知 **Application**

應徵者請將個人詳細履歷、個人簡介及其他相關機構的推薦信於 6 月 11 日前電郵至

enquiry@gde.com.hk。

* 申請者所提供的資料將予保密及僅作行政內部使用。

Any interested party should apply with a cover letter, full resume and a one-page introduction. Such information should be sent to: enquiry@gde.com.hk by 11th June, 2021.

* Personal data collected will be treated in strictest confidence and will only be used for HKGDE recruitment purposes.

查詢 Enquiry : 2885 2698 / enquiry@gde.com.hk

網址 Website : www.gde.com.hk