

Unlock Dancing Plaza is currently looking for suitable candidates to join their professional team:

Position: General Manager:

Duties and Responsibilities:

- Report directly to Board of Directors;
- Arrange Board meetings in conjunction with the Artistic Director and the Creative Director and to provide reports at meetings in all aspects.
- Work closely and share executive leadership with the Artistic Director and the Creative Director;
- Make policy, administrative, and management decisions to reach company goals and objectives;
- Oversee company accounting, contracts, administration and develop marketing strategies;
- Monitor company annual operating and capital budgets, as well as to manage annual financial report.
- Research and write proposals to seek for grants from foundations and government institutions to achieve budgeted goals;
- Ensure smooth and effective communication internally and externally to create best practice of team work and public relation;
- Recruit and supervise subordinates, and to handle HR matters.

Requirements:

1. Bachelor's Degree is required, preferable in Cultural Management / Arts / Business Studies
2. 5 -8 years' relevant experience in performing arts management is preferred
3. Experience in reporting and budgeting
4. Experience and commitment to working closely with a small team
5. Excellent verbal and written communication skills in both English and Chinese, and ability to establish rapport with a wide range of individuals and organisations
6. Self-motivated, well-organised, and strong management capability
7. Excellent problem-solving skills, flexible thinking, responsible, pleasant and mature personality
8. Working in evenings and weekends occasionally is required

Unlock Dancing Plaza (UDP) is a HK-based contemporary dance company. In 2020, UDP received a first three year grant from the Hong Kong Arts Development Council. This was successfully followed with a further three year grant in 2023. UDP's Artistic Direction focuses on the exploration of the body and develops programmes for performance theatre, community workshops for kids, the elderly and more.

Interested parties please send your application with your CV and expected salary to admin@unlock.com.hk. Deadline is 22nd September, 2023. All applications will be treated strictly confidential.