

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **CULTURE PROMOTION AND EVENTS OFFICE**

### **Post Specification**

**Manager** (Ref. 22051207-IE)

### **Duties**

The appointee will be required to:

- (a) be responsible for the planning and management of the Jockey Club Auditorium, Chiang Chen Studio Theatre and other venues under the management of the Office;
- (b) oversee all matters related to venue booking and venue operations, including the handling of day-to-day bookings, event coordination, front-of-house operations, ticketing service and liaison with different parties, both internal and external, to ensure smooth venue operations and compliance of all the related licence regulations of the University and the government;
- (c) oversee all matters related to venue management, including but not limited to repairs & maintenance, cleaning and security arrangement as well as special projects;
- (d) prepare management and business reports;
- (e) be responsible for all financial and administrative matters related to the venues;
- (f) supervise his/her subordinates; and
- (g) perform any other duties as assigned by the Director of Office or her delegates.

The appointee will be required to work beyond normal office hours and on irregular hours when necessary.

### **Qualifications**

Applicants should have:

- (a) a recognised degree or an equivalent qualification in a related discipline;
- (b) at least five years of solid experience in venue booking, front-of-house operations or venue management at a senior position, preferably in performing or multi-purpose venues;
- (c) outstanding leadership and problem-solving skills, a strong sense of responsibility and be self-motivated and multi-tasking;
- (d) substantial experience in preparing and monitoring budget;
- (e) ability to work independently and under pressure in meeting deadlines;
- (f) pleasant personality and be customer-service oriented;

- (g) excellent communication and interpersonal skills; and
- (h) an excellent command of both written and spoken English and Chinese, with proficiency in Putonghua.

Shortlisted candidates will be invited to sit for a written test.

### **Remuneration and Conditions of Service**

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

### **Application**

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to [hrstaff@polyu.edu.hk](mailto:hrstaff@polyu.edu.hk). Application forms can be downloaded from [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/forms](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms). If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 25 May 2022 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/pics\\_for\\_recruitment](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

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