

HONG KONG INTERNATIONAL LITERARY FESTIVAL LIMITED

FESTIVAL MANAGER

The Board of the annual Hong Kong International Literary Festival held every March is looking for a Festival Manager. The successful candidate will:

- report to the Board of Directors
- be responsible for carrying out the policies of the Board of Directors on a day to day basis
- have a small team of personnel to handle the following:
 - * artistic planning
 - * business development
 - * marketing and media management
 - * financial management
 - * human resources
 - * developing and maintaining relations with literary, publishing and other relevant communities and partners
 - * overall administration of the Festival and related events throughout the year

Remuneration will depend on experience and abilities. Excellent spoken and written English required.

Please mail full CV in a sealed package clearly marked with the message to: **Hong Kong International Literary Festival c/o Lovells, 11th Floor, One Pacific Place, 88 Queensway, Hong Kong.**