

Funded by

Home Affairs Bureau

Administered by



In Partnership with



Professional Attachment at OzAsia Festival 2018

APPLICATION GUIDELINES

INTRODUCTION

With the funding support from the Home Affairs Bureau (HAB), the Hong Kong Arts Development Council (HKADC) is collaborating with Adelaide Festival Centre (AFC) to provide professional attachment opportunities in Adelaide, Australia for promising local arts practitioners to develop their professional skills and network.

ADELAIDE FESTIVAL CENTRE AND OZASIA FESTIVAL

Adelaide Festival Centre is South Australia's key performing arts facility. It is the cultural centrepiece for a City and State that is acknowledged locally, nationally and internationally as a leader in the arts. Located on the banks of the picturesque River Torrens, Adelaide Festival Centre opened in 1973 before the Sydney Opera House, the Arts Centre Melbourne, and the Queensland Performing Festival Centre. It averages almost 900,000 attendances a year, presents over 1,100 events per year. More information on Adelaide Festival Centre is available at <http://www.adelaidefestivalcentre.com.au>.

Presented by Adelaide Festival Centre, OzAsia Festival is Australia's leading international arts festival giving access to the best theatre, dance, music, film and visual arts from across Asia. Over the years, the Festival has put the spotlight on particular regions of Asia, including Korea, Japan, Malaysia, India, and China. More information on OzAsia Festival is available at www.ozasiafestival.com.au.

THE PROGRAMME

The Professional Attachment at OzAsia Festival 2018 (the Programme) will offer one attachment place to outstanding and talented local candidate with leadership potential. The Programme is about festival coordination, artistic programme planning, producing, media marketing and promotion of the OzAsia Festival 2018. The selected candidate will have the opportunity to work closely with the Festival Director and his team members during the Programme.

The placement will be about 22 weeks on a full-time basis from June to mid-November 2018. Actual placement areas will be agreed between the selected candidate and AFC. The selected candidate is encouraged to arrange visits and meetings with other cultural institutes around the area upon introduction by AFC in order to gain maximum benefit from the Programme.

BURSARY

A bursary of up to HKD208,000 will be provided to a successful candidate as an allowance for one economy return air ticket to Australia, accommodation, transportation and subsistence.

ABSENTEE PAYROLL SUBSIDY

If the awardee was receiving full or more than half of the monthly salary from the employer during the attachment period, the HKADC may provide an absentee payroll subsidy up to \$15,000 per month, based on actual expenses and for a maximum of six months, towards the awardee's employer so that temporary staff could be hired to alleviate manpower shortage.

ELIGIBILITY

- Applicants must be permanent resident of Hong Kong and will return to Hong Kong at the end of the Programme;
- Applicants should have at least 3 years of paid working experience in the arts & cultural sector by the application deadline, preferably with knowledge in coordination of festival and large-scaled activity, and demonstrate a strong commitment to the arts & cultural sector;
- Applicants must have an excellent command of spoken and written English;
- If the applicant is presently employed locally and intends to remain in employment with the current employer during the Programme period, a supporting letter from the employer indicating the approval of the applicant to participate in the Programme if selected is required; and
- Applicants must fulfill any other language, health and immigration requirements applicable for staying in Australia. The successful applicant must be responsible for his/her own insurance and tax.

APPLICATION PROCEDURES

Every application must comprise **TWO sets** of the documents below (except letter of reference):

- a completed Application Form;
- a Personal Statement (around 500 words) on the following:
 - (i) why this is the right time for you to apply the Programme and what would you benefit from the Programme;
 - (ii) what do you hope to achieve through participating in the Programme; and
 - (iii) how would you hope to build on the experience of the placement in your future employment/ career and how the Programme will help you achieve your long term aspirations in the arts and cultural sector.
 - (iv) What contribution do you think you can make to the Adelaide Festival Centre during your attachment there?
- supporting materials of your academic and professional qualification or achievement i.e. copies of your academic transcripts and professional certificates;
- letter of reference from ONE referee in **SEALED** envelope under confidential cover;
- supporting letter from your present employer (if applicable); and
- copy of official documentation to show your Hong Kong Permanent Residence status.

Applications (in sealed envelope) submitted in person must be deposited in the collection box at the HKADC, 10/F, 1063 King's Road, Quarry Bay, Hong Kong by **6:00pm on 20 December 2017 (Wednesday)**. Please mark "Professional Attachment at OzAsia Festival 2018" on the envelope. Applications submitted by post must be postmarked on or before the above mentioned deadline. HKADC will not accept applications sent by fax or email. Please note the HKADC will not process the application and its related documents with insufficient postage and pay for the relevant postage. Submission by courier is also accepted if the pickup date shown on the bill issued by the courier service provider is on or before the deadline.

Under no circumstances will late applications be considered.

UNDERTAKING

The selected candidate will be required to:

- sign an agreement that will undertake to complete the Programme and comply with the requirements under the terms of the Programme. The length of the Programme will be explicitly stated in the agreement when the offer is made;
- devote full-time to complete the Programme during the periods she/he is in Australia;
- take part in any sharing/promotional programme that the HKADC may organise in future;
- participate in any monitoring and evaluation requested by the HKADC and AFC throughout the duration of the Programme; and
- return to Hong Kong at the end of the Programme.

Treatment of Personal Data

According to paragraph 2.3.3 of the Code of Practice on Identity Card Number and Other Personal Identifiers ("the Code"), the HKADC may collect the ID card number of the applicant to verify the applicant's identity and to identify applications related to the applicant.

Personal data contained in the application documents are used by HKADC to facilitate the processing and assessment of applications. Failure to provide such data may affect the assessment and result of the application.

If there is any amendment to the personal data on the application documents, the applicant must inform HKADC in writing to ensure that the personal data held by the HKADC is correct at all times. To help promote arts development and transparency, the HKADC may publish information concerning successful applications in its annual report, website, newsletter and other publicity materials; the HKADC may also use such information for its own research or policy development purposes. The applicant must agree to allow the HKADC to publish and use such information. If the applicant does not wish to receive any publicity material from the HKADC or related organisations, please notify the HKADC in writing.

To facilitate the process of assessment, the applicant must allow the HKADC to reveal personal data contained in the application to Council Members, Arts Advisors, Examiners/Assessors, Adelaide Festival Centre, the Home Affairs Bureau, other Government departments, and external consultants.

Selected applicant will be assessed by the Council Members, Arts Advisors, Examiners/Assessors, consultants and the representatives of Adelaide Festival Centre. The applicants must accept that the contents of such reports will be disclosed to the public.

The HKADC will not release information that would harm the applicant's personal or business activities. HKADC reserves the right to subcontract processing of any personal data to a data processor consistent with the applicable provisions of the Personal Data Privacy Ordinance.

Inquiry of Personal Data

According to the Personal Data (Privacy) Ordinance paragraphs 18 and 22, and point 6 in annex 1 of the Code, the applicant has the right to know if the HKADC holds personal data related to oneself and to the participants of the project, and may obtain a copy of the data from the HKADC and to amend any inaccurate information contained therein. Such requests in writing should be addressed to the Chief Executive, Hong Kong Arts Development Council, 10/F, 1063 King's Road, Quarry Bay, Hong Kong.

NOTES

- As application for the Programme is expected to be highly competitive, short-listed candidates will be required to attend an interview in person in early January 2018, followed by a second interview with Adelaide Festival Centre representatives through teleconference in mid-January 2018. The HKADC reserves the right to change the interview timetable without further public notice.
- Applicants may consider their applications unsuccessful if they are not notified by the early February 2018.
- Applicants should make their enquiries to the HKADC. Adelaide Festival Centre will not respond to any enquiry made directly to them.
- For enquiries, please call Ms YEUNG of the HKADC at 2820 1025.

Hong Kong Arts Development Council
8 November 2017

The HKADC reserves the right, in its absolute discretion, not to accept any application submitted. The HKADC also reserves the right to amend and/or to supplement and/or to cancel the current invitation for applications and/or the details of the Programme as set out in the Application Guidelines at any time without further notice. The HKADC will not indemnify any losses or expenses that may be incurred by the applicants in such situations or in responding to the invitation for application.