 **聖 公 會 鄧 肇 堅 中 學**

 Sheng Kung Hui Tang Shiu Kin

 Secondary School

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Invites applications for the following posts

1. **After-school tutor for students with special educational needs (15/9/2016 – 15/7/2017)**

Our school is going to celebrate the 55th anniversary in 2016/17 and a Musical will be held to commemorate this memorable occasion. We would like to recruit part-time **Choreographer, Singing Coach, Set and Costume designer and Stage Manager** to prepare for our Musical which will be put on stage in mid-February 2017.

1. **Choreographer’s Job Duties:**
	* Studying story lines and musical scores to translate ideas and moods into movements
	* Directing rehearsals to instruct dancers in steps and techniques
	* Designing dance movements
	* Working with music directors
	* Auditioning performers for dance parts
2. **Singing coach’s Job Duties:**
	* Coach individuals for a particular role in a play or musical
	* Plan lessons and organise resources
	* Teach vocal and breathing exercises and techniques
	* Instruct in melody, harmony and improvisation
3. **Set and Costume designer’s Job Duties:**
	* Discuss ideas with the production designer, director, and make-up, set and lighting designers
	* Create costume ideas to fit the production’s design concept and budget
	* Sketch costume designs
	* Give instructions to costume makers, who would turn your sketches into real garments
	* Managing the wardrobe budget
	* Buying or hiring outfits
	* Fitting, altering and adapting costumes
	* Making sure that wardrobe items are available at the right time
4. **Stage Manager Job Duties:**
	* Organize rehearsals
	* Work with staff to plan wardrobe, set design, scene changes, sound and lighting
	* Manage the props budget and organize props and set dressing
	* Keep the ‘prompt copy’ of the script, which notes the performers’ positions on stage, script changes, and the props, lighting and sound needed for each scene
	* Liaise with theatre managers and front-of-house staff
	* Supervise the 'get in' and ‘get out’- the times when sets and equipment are set up before the show and taken down afterwards
	* Give cues for the performers to go on stage
	* Cue the technical crew for soun

Applicants are invited to send a full resume stating expected hourly salary to: enquiry@tsk.edu.hk or by mail: The Principal, S.K.H. Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, Hong Kong on or before 9 September 2016.

*(All information provided will be kept confidential and be only used for the recruitment purposes of the related post.)*