



PRODUCTION ASSISTANT

Redress is looking for an Events Assistant to join its Events/Production team to work on the organisation of all Redress events, including but not limited to: fashion show, fashion photoshoot, exhibitions, networking events, trade show booths, popup stores, volunteer events and other ad hoc events. This position reports to the Events & Creative Lead.

The Production Assistant role includes:

EVENT PRODUCTION

- Work closely with the Events & Creative Lead and Project Associate on all event planning, logistics and pre/ post event production requirements for both **offline and online** events
- Work with Project Associate on shipping logistics, both local and overseas on a yearly basis
- Oversee contact with all production vendors and their quotations
- In charge of relationship and interactions with local transportation and venue vendors
- Oversee the organisation the Redress Design Award exhibition in Hong Kong (from concept to production)
- Oversee booking travel for finalists, judges, for the Redress Design Award competition
- Source food & beverage vendors for events
- Support on the production of other events (video shooting, networking event...)

RESEARCH & ADMINISTRATIVE

- Research and outreach to new potential vendors and event partners
- Research on events trends (fashion and sustainability)
- Update vendors database, production team guidelines and other documents
- Provide administrative support and assist with updating event timelines and schedules

OTHER TASKS

- Support Events & Creative Lead on the management of Production team interns/volunteers
- Help organise office and warehouse storage and logistics related to the Redress Design Award project
- Track the inventory and use of Redress Design Award clothing archives
- Support on the organisation of other Redress external events (Sort-a-thon, Pop-up stores...) and internal events (presentations, team building, debriefs...)

The ideal candidate will have the following qualifications and qualities:

- Must be eligible to live and work in Hong Kong
- University graduate/degree holder and/or work experience related to event management/organisation
- Speaking skills: fluent in both English and Cantonese is a must. Spoken Mandarin is an asset.
- Writing skills: good writing skills in English. Written Traditional/Simplified Chinese are assets.
- Ability to multi-task and take initiative
- Knowledge of fashion design, pattern making and sewing are assets.
- Computer skills: GSuite, Microsoft Office, Zoom
- Experience with Wrike or similar project management platforms is an advantage, experience with Adobe Suite is a plus.
- Able to thrive in a fast-paced office and events environment
- Willing to work flexible hours and accept high workload during high-intensity events periods (fashion show, exhibition, other events organisation)
- A passion for environmental causes and a desire to make a difference in Hong Kong and the world by championing sustainability, especially in the fashion world



Job type: Full time

Ideal starting date: Monday 15 January 2024 (flexible)

ABOUT REDRESS

Established in 2007, Redress is a pioneering HK-based NGO working to promote environmental sustainability in the fashion industry. Through our dynamic programmes we work directly with the next generation of fashion designers, industry professionals and consumers in order to reduce textile waste, minimise water and energy consumption and ultimately create a new circular economy for fashion.

Our flagship project, The Redress Design Award, is the world's largest sustainable fashion design competition and works to inspire and educate emerging fashion designers on innovating with circular design principles. The competition puts emerging sustainable design talent in the spotlight, creating a platform for the next generation of designers to cut waste out of fashion.

Interested candidates should send their resume together with a cover letter to Matthieu Amelin - matthieu@redress.com.hk