

**Job Title:** Assistant Officer  
**Department:** Shaw Auditorium Unit, Office of the President  
**Job ID:** 10211

### Job Posting Details

The Shaw Auditorium (SA) is not only home to HKUST's arts and cultural activities but also an iconic landmark for a wide range of events and activities, providing flexibility and possibilities to create a vibrant landscape of dynamism at the University. The Shaw Auditorium Unit (SAU) is charged with managing the SA as a central venue facility on the university-wide basis, including program development, planning and execution as well as overall venue operation of the SA. It is an ideal platform for capable individuals to develop their careers. More information about the SA is available at <https://shaw-auditorium.hkust.edu.hk>.

The SAU is looking for a self-motivated individual with a positive work attitude to fill the position of Assistant Officer. The appointee will perform main duties as follows:

- Coordinating logistical arrangements for various programs, such as performances, screenings, exhibitions, seminars, ceremonies, organized by internal or external users at the SA.
- Supporting the day-to-day venue operations and management of the SA by coordinating with internal units, vendors and service providers for venue and facilities enhancement and maintenance to ensure the smooth running of the SA.
- Assisting in the coordination and implementation of ushering services.
- Providing onsite operational and front-of-house support for different programs.
- Facilitating effective communication and collaboration with internal and external stakeholders to ensure successful program delivery.
- Handling administrative duties and general inquiries.
- Performing any other tasks as assigned.

*Applicants should have a bachelor's degree with excellent command of both written and spoken English and Chinese (fluency in Putonghua is an asset), with at least 1 year of full-time work experience, preferably in event management, venue operations and management, arts administration or other related disciplines. They should be a good team player with a proactive work attitude and a strong sense of responsibility and are expected to have a service-oriented mindset. The ideal candidate should demonstrate abilities in handling multiple tasks, attentive to details and possess sound knowledge in Microsoft Office applications (including Word, Excel, Powerpoint, Outlook etc). Strong interpersonal and communication skills are essential, alongside a passion in arts and cultural management. Working outside normal office hours is required occasionally. (Duration: 2 years, renewable)*

*(Applicants who have responded to the previous advertisement placed on 20 Aug 2024 need not re-apply.)*

Starting salary will be commensurate with qualifications and experience. Fringe benefits including annual leave, medical and dental benefits will be provided. A gratuity will be payable upon successful completion of contract.

#### **Application Procedure**

In support of a green work environment, we accept applications submitted online only. To apply, please complete an online application form through the HKUST Careers website (<https://hkustcareers.ust.hk>) and return it online to the Human Resources Office on or before **Friday, 4 October 2024**. Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.

*(Information provided by applicants will be used for recruitment and other employment-related purposes. Applicants should read the [Personal Information Collection Statement](#) before submission of application.)*

**HKUST is an equal opportunities employer and is committed to our core values of inclusiveness, diversity, and respect.**

**Human Resources Office**