

Established in 1995, the Hong Kong Arts Development Council is a statutory body set up by the Government to support the broad development of the arts in Hong Kong. Its major roles include grant allocation, policy and planning, advocacy, promotion and development, and programme planning.

Part Time Officer / Executive (Job ref: PTO-2426-HKAAA)

Responsibilities:

- To assist the daily operation and administration of the Arts Information Centre (AIC), be available to work on Saturday;
- To assist in record management process, including digitization of records, desktop research and data entry for archival purpose;
- To support the educational and promotional events of AIC;
- To carry out general clerical duties assigned by supervisor(s) of the department.

Requirements:

- Available to work on Saturday, flexible hours on weekdays;
- Knowledge and interest in arts/ library information/ archives is preferred. Experience in a relevant field such as libraries/ archives/ data management or a related discipline would be an advantage;
- Strong sense of responsibility, meticulous and well organized. Proficiency in data cleansing and integration in Excel is highly desirable;
- Proficiency in PC operations (MS based applications, particularly MS Excel and Chinese Word Processing) is a must;
- Currently studying or graduated from a higher diploma/ associate degree or bachelor's degree program are also considered;
- Contract is renewable.

Working Hour: Average 16 hours per week

Salary: Rate ranged from \$70 to \$85/hour, depends on experiences and education background.

Successful candidate will be offered a 12-month contract. Salary offered will be commensurate with qualifications and experience. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** (hrrecruit@hkadc.org.hk) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **8 July 2024**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.

HKADC is an Equal Opportunities Employer

