

## **Arts Space Officer (Job ref: ASO-2428-HKAAA)**

The Hong Kong Arts Development Council ("HKADC") is now looking for an Arts Space Officer to provide assistance to the Arts Space Executive Manager in managing the Council's different arts space projects.

### **Responsibilities:**

- To support Arts Space Executive Manager in the management of arts space projects, including recruitment of tenants, preparation of application guidelines/ tender documents, assessment of applications, etc;
- To assist in the operation of arts space projects;
- To assist in preparing proposals, meeting papers and correspondences for arts space projects;
- To assist in website update/ maintenance and marketing duties;
- To assist in budget monitoring of arts space projects;
- To attend/ on standby for exhibition, performance activities, etc. as when required;
- To perform any other duties as directed by Arts Space Executive Manager.

### **Requirements:**

- University graduate or equivalent in property management, cultural management or related disciplines;
- Minimum 2 years full-time relevant working experience;
- Good command of written and spoken English and Chinese;
- Proficient in MS Office applications and Chinese word processing;
- Good interpersonal skill, multi-tasking and able to work independently and under pressure;
- After office working hours and outside office duties may be required

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](mailto: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 **17 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*

