

Opened in 2019, the Tai Po Arts Centre (TPAC) is a performing arts centre managed by the Hong Kong Arts Development Council (HKADC). It is converted from the former Tai Po Government Secondary School and is a project under the Signature Project Scheme as put forward by the Tai Po District Council.

TPAC is dedicated to meeting the arts community's needs by providing arts studios at below market rent with purpose of nurturing talents in Hong Kong. The creative hub distinguishes itself not only by embracing a focus on performing arts but it also brings together inspiration, innovation and culture that are deeply rooted in the community of Tai Po. Providing a wide range of public hiring facilities, TPAC gives access to exhibitions, performances, arts education programmes and workshops that aim at fostering idea exchange between arts practitioners and the public.

Venue Manager (Job ref: VM-2434-HKAAA)

Responsibilities:

- To support the General Manager in the management of Tai Po Arts Centre (TPAC);
- To provide administrative support to TPAC, including prepare reports and records in relation to the management and operation of TPAC;
- To facilitate the operation and enforce house rules and hiring policies against hirers of public hiring facilities, arts studio tenants, commercial tenants and visitors;
- To coordinate and monitor the suppliers/ out-sourced facilities management contractors of daily operations and the facility upgrade projects;
- To assist in the procurement of goods and services, and maintain inventory record of furniture and equipment;
- To be duty officer during booking of hiring facilities;
- To manage the marketing, events and branding strategies of TPAC;
- To manage and maintain a good relationship with tenants as well as key stakeholders;
- To undertake any other duties as assigned by the General Manager.

Requirements:

- University graduate or equivalent with minimum 4 years relevant experience
- Preference will be given to those have experience in venue administrative, facilities, events management. Knowledge and interest in arts would be an advantage;
- Strong leadership skill for leading a small team to achieve the set goals of TPAC;
- Being flexible and agile to handle ad hoc tasks;
- Strong analytical and problem solving skills are required;
- Good interpersonal skills, multi-tasking and able to work independently and under pressure;
- Required to work on shift according to the duty roster including weekends.

Successful candidate will be offered a 20-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 **12 August 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