

## **Project Officer (Arts Tech) (Job ref: PO-2427/2437-HKAAA)**

### **Responsibilities:**

- Handle administration works and oversee daily operations of the project;
- Promote and implement projects effectively;
- Collaborate with partners and coordinate the assessment of applications;
- Prepare budgets and reports as required;
- Assist in programme planning and ensure smooth on-site execution;
- Provide administrative and clerical support;
- Manage website and social media platforms for promotion, manage and create content for website and social media platforms.

### **Requirements:**

- Degree holder with a minimum of 2 years of relevant working experience, preferably in organising arts projects/ events or related disciplines;
- Good verbal and written communication skills in both English and Chinese. Putonghua will be an advantage;
- Proficiency in PC operations (MS based applications and Chinese Word Processing);
- Able to work independently and with a small team to accomplish the assigned tasks;
- Multi-tasking, self-motivated, detail-oriented, well-organised and strong analytical skill;
- Knowledge in Adobe Photoshop, Illustrator, Premiere Pro, HTML, or experience in managing a website and social media platforms will be an advantage;
- Working on irregular hours and on Saturdays/ Sundays/ Public Holidays will be required;
- Candidate with less experience and qualification will be considered as Project Assistant (Arts Tech).

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](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 **25 September 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***