

## **Arts Development Manager (Job Ref: ADM-2601-HKAAA)**

### **Main Duties:**

- To supervise the disbursement of grants and scholarships to organisations and individuals through various grant application schemes;
- To monitor projects, prepare and maintain programme plans and budgets of income and expenditure, compile periodical reports to ensure the effective discharge of the Council's work, and issue correspondence pertaining to grant applications;
- To assist the Arts Development Director and Arts Development Executive Manager in conducting regular grant scheme review to enhance effectiveness and efficiency;
- To communicate with arts practitioners and organisations, both local and overseas, providing support, assistance and advice whenever deemed appropriate;
- To provide secretarial support to committees and working groups, including preparing agenda, papers, briefs and minutes of meetings and taking follow-up action;
- To plan, implement, monitor and evaluate arts projects for the development and promotion of the arts;
- To manage and supervise a team of staff for effective grants administration and project management;
- To undertake other duties assigned by Arts Development Director and Arts Development Executive Manager.

### **Requirements:**

- University degree with at least 5 years of relevant full-time working experience in arts administration/ grant scheme administration; working experience in government and public organisation is preferred;
- Strong administrative, analytical, numerical and strategic planning skills;
- Excellent communication skills in both written and spoken English and Chinese;
- Strong sense of responsibility, self-motivated, detail-oriented, proactive, well-organised and a mature personality;
- Professional and tactful manner in communicating with different stakeholders;
- Proficiency in PC operations, including MS Office applications and Chinese word processing;
- Knowledge of and interest in Music and/ or Xiqu will be an advantage.

### **Remuneration Package:**

A highly competitive salary commensurate with qualifications and experience will be offered. This position is remunerated at the entry point of Master Pay Scale Point 20, equivalent to HK\$44,765 per month.

### **To Apply:**

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 **3 February 2026**. 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 of unsuccessful candidates will be destroyed in 16 weeks after the closing date. 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.