



Hong Kong Arts  
Administrators Association  
香港藝術行政人員協會

Unit 704, Hua Fu Commercial Building, 111 Queen's Road West, Sheung Wan, Hong Kong  
Tel: (852) 2877 7268 Fax: (852) 3104 0090 Email: [info@hkaaa.org.hk](mailto:info@hkaaa.org.hk) Website: [www.hkaaa.org.hk](http://www.hkaaa.org.hk)

## Hong Kong Arts Administrators Association Invitation to Tender: Consultancy Services

### Consultancy Service Opportunity

HKAAA is inviting proposals from qualified companies to provide consultancy services to support the Association's operations and key initiatives during an interim period. The initial consultancy engagement will be for a term of three (3) months, with the possibility of extension based on performance and mutual agreement.

### Scope of Work

Reporting to the Chairperson and the Board, the appointed consultant will be responsible for:

- Maintaining effective office operations to support the Board in achieving the Association's mission and goals.
- Developing, coordinating, and managing HKAAA's major programmes and events, including but not limited to the ***Cultural Leadership Summit, the Essential Guide to Effective Arts Management, seminars, workshops, and networking activities.***
- Preparing funding proposals and reports, ensuring all deliverables are aligned with funders' expectations and contractual obligations.
- Overseeing financial planning and administration, including budgeting, reporting, and day-to-day financial transactions.
- Managing all marketing, publicity, and public relations efforts of the Association.
- Undertaking other relevant duties as mutually agreed to support the Association's mission.

### Qualifications and Requirements

The appointed company should demonstrate:

- A proven track record in the arts and cultural sector, with experience in arts administration, project management, or related fields.
- Experience in membership-based organisations and familiarity with event management and programme development.
- Strong knowledge of the Hong Kong arts ecosystem, funding landscape, and related government policies.
- Capacity to provide strategic and operational support, with well-established systems for team coordination, financial oversight, and stakeholder engagement.
- Excellent command of written and spoken English and Chinese.
- A strong professional network within the local and international arts communities is preferred.

We support the advancement of a flourishing arts scene in Hong Kong through our works!



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## Application Details

Interested parties should submit the following by **6 May 2025**:

- A company profile outlining relevant experience and expertise
- CVs of key personnel who will be assigned to the project
- A fee quotation and payment terms
- Any additional information to support the application

## Application Deadline: 6 May 2025

Submissions should be sent by email to [hr@hkaaa.org.hk](mailto:hr@hkaaa.org.hk) or by post, marked “*Confidential – Consultancy Proposal*”, to:

**The Chairperson**  
**Hong Kong Arts Administrators Association**

c/o Hong Kong Chinese Orchestra  
7/F, Sheung Wan Municipal Services Building  
345 Queen's Road Central  
Hong Kong

(Personal data collected will be used for recruitment purposes only.)  
HKAAA is committed to equal opportunity employment.