



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 Website: www.hkaaa.org.hk

Hong Kong Arts Administrators Association Manager

About Hong Kong Arts Administrators Association (HKAAA)

HKAAA's mission is to promote good arts administration practices through advocacy, professional development, communication, networking support, and collaboration among arts managers and other stakeholders. It serves as a platform and representative voice to support the advancement of a flourishing arts scene in Hong Kong.

About the Position – Manager

HKAAA is seeking a self-motivated and results-driven **Manager** to lead and oversee the Association's overall operations.

Key Responsibilities

Reporting to the Chairperson and the Board, the Manager's key responsibilities include:

- Maintaining an effective office to support the Board in achieving the Association's mission and objectives.
- Developing, promoting, and managing HKAAA's signature events and activities, including but not limited to the **Cultural Leadership Summit, Essential Guide to Effective Arts Management workshops, talks, seminars, and networking events.**
- Formulating and reviewing policies, procedures, and guidelines to ensure compliance and operational efficiency.
- Preparing funding proposals and reports for funders while ensuring adherence to all relevant funding agreements.
- Overseeing financial matters, including budget preparation, financial planning, and supervising receipts, payments, and record-keeping.
- Managing and overseeing all marketing, publicity, and public relations activities of the Association.
- Supporting the Chairperson in preparing Board meetings and the AGM, including drafting meeting agendas and minutes, and providing regular operational reports.

Qualifications and Requirements

- A **degree holder** with at least **five years of relevant experience** in the arts and cultural sector.
- Solid experience in **membership management and/or project management**, with a background in programme curation and event organisation being an advantage.
- Strong knowledge of **arts administration**, including financial and administrative management, event planning, and execution, with a passion for the arts.

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



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- Familiar with **government policies and the arts industry**, and the ability to engage in constructive dialogue with stakeholders.
- A **creative, well-organised self-starter** with excellent interpersonal and multitasking skills, capable of working independently under pressure.
- Excellent **written and spoken English and Chinese**.
- A **well-established network of arts practitioners** in Hong Kong and abroad is preferred.

Terms and Application

Salary will be commensurate with qualifications and experience. Appointment will initially be made on a **contract basis of up to two years**, renewable subject to mutual agreement and performance. Benefits include **medical insurance, MPF, and annual leave**.

Application Deadline: 13 April 2025

Interested applicants should submit a **detailed resume and expected salary** to hr@hkaaa.org.hk or by post, marked “**Confidential**”, to:

The Chairperson

Hong Kong Arts Administrators Association
Unit 704, Hua Fu Commercial Building
111 Queen's Road West, Sheung Wan

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