

Corporate Communications Officer (Job Ref: CCO-2518-HKAAA)

Main Duties:

- Assist in handling all corporate communications, media and public relations matters and organising the proactive project “Hong Kong Arts Development Awards”;
- Plan and implement publicity plans and programmes for various projects and activities;
- PR duties such as developing corporate messaging, press release and speech, handling public and media enquiries, arranging media interview and various networking functions;
- Prepare communication and publicity materials include but not limited to advertisements, leaflets, posters, supplements, newsletters, e-news, social media content, and annual report;
- Provide administrative and clerical support to the project, including but not limited to organise meetings, draft reports, papers, minutes, letters, memos and filing etc;
- Assist in implementation of arts promotion projects.

Requirements:

- Degree holder in Communication, Journalism and Languages;
- Minimum 2 years relevant working experience in communication, public relations or arts administration;
- Excellent command of both written and spoken Chinese and English, proficiency in Putonghua is an advantage;
- Proficiency in Photoshop AI would be an advantage;
- Proactive, creative, multi-tasking and able to work under pressure;
- Knowledge of arts is an advantage.

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 **13 May 2025**. 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.

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