



ASIA ART ARCHIVE

DEVELOPMENT ASSISTANT

(Full-time, Hong Kong-based)

Asia Art Archive (AAA) is an independent non-profit organisation founded in 2000 to document and make accessible the recent histories of contemporary art in Asia through residencies, research and educational programmes, publications, and institutional collaborations. It has the most valuable and growing collection of material on the recent history of art from Asia, freely available from its website and onsite library.

We are currently seeking a **Development Assistant** to be part of a dynamic team that plays a pivotal role in supporting the operations of a leading art institution. This is an exciting opportunity to engage with the regional contemporary art landscape.

The role requires active support in AAA's fundraising initiatives, including planning and execution of cultural programmes and events for AAA patrons and corporate partners, and annual fundraiser auction. The ideal candidate will have a high level of organisational skills, attention to detail, and the ability to think strategically.

Responsibilities include:

- Event production and management: support the Development team in organising and executing a variety of patron events.
- Fundraiser auction support: assist the Development team in running AAA's annual fundraiser auction and gala
- Patron communication: patron newsletters, programme booklets
- Grant writing and sponsorships support: assist in creating funding proposals and ensure project deliverables and reporting deadlines are met
- Administrative duties: help maintain databases, keep track of department calendar and deliverables, arrange logistics, and other ad hoc tasks.

Requirements include:

- Undergraduate degree or above
- Exceptional organisational skills and attention to detail
- Excellent written and verbal communication skills in both English and Chinese
- Strong research and analytical skills
- Ability to work in a fast-paced environment and ability to work under pressure
- A self-motivated, team player with excellent interpersonal skills
- Experience with graphic design (Adobe Photoshop, Illustrator, InDesign, etc.) and CRM software (Salesforce) is a plus
- Interest in art history and contemporary art in Hong Kong and Asia, with a desire to contribute meaningfully to the field
- At least 1 year of working experience
- Must be eligible to work in Hong Kong

To apply, please send your CV and cover letter with the expected salary to Sally Lee at sally@aaa.org.hk. Only shortlisted candidates will be contacted. Personal data collected will be used for recruitment purposes only.