

International Programmes Manager (Job ref: IPM-2521-HKAAA)

Main Duties:

- Plan, implement and oversee cultural exchanges programmes;
- Coordinate local artists and arts groups to participate in various arts events both in the Mainland and internationally;
- Maintain effective communication and foster good relationships with local and international arts organisations and government departments;
- Prepare committee papers, minutes and reports;
- Manage departmental budget and financial reports for individual projects;
- Lead a small team to accomplish tasks;
- Provide support and perform other duties as assigned by the supervisor.

Requirements:

- University degree or above, preferably in arts, cultural management or equivalent;
- At least 7 years of relevant full-time experience in arts sector;
- Solid experience in organising event, both inbound and outbound programmes;
- Proven leadership skills, marketing sense and excellent interpersonal, negotiation and influencing skills;
- Proficiency in both written and spoken English and Chinese; Fluent in Putonghua is a must.

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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