



Programme Officer (Cross-disciplinary Arts & Outreach)

Job Duties

Working in the Cross-disciplinary Arts and Outreach team, this position is accountable for supporting the programme manager in various administration and operational duties and the key responsibilities include:

- Assist and support programme manager in implementing various art projects and programmes.
- Support in various administration works including preparing agreements, budget management, coordinating with different stakeholders, liaising with artists etc.
- Conduct research and develop ideas for the programmes assigned.
- Generate marketing and promotional content for website and social media. Responsible for website updating and work closely with marketing department for programmes promotion.
- Assist in preparing proposals, funding applications and reports.
- Ad hoc tasks as assigned by superiors.

Job Requirements

- Bachelor degree in Art, Cultural Studies, Art Education, Humanities or other relevant discipline.
- Minimum 2 years' experience in art administration, planning and organising arts programmes.
- Good project management, research, communication and negotiation skills.
- Proficient in Adobe Photoshop/Illustrator or design software will be an advantage.
- Excellent command of written and spoken English and Chinese.
- Possess good understanding of new technologies, including online and on-site digital platforms that facilitate discovery and learning of our programme offerings.
- Creative, meticulous and with passion in contemporary art & art education.
- Immediate available is an advantage.

Interested parties please email your resume and covering letter (please quote our reference, your current and expected salary and available date) to Human Resources Department, Hong Kong Arts Centre via email hr@hkac.org.hk. Only short-listed candidates will be contacted.

We are an equal opportunities employer committed to workforce diversity and fair employment practices. All data collected will be used for recruitment purpose only.