



## Senior Programme Coordinator

### Job Duties

- Provide administrative support to programme team in all aspects and organise regular team meetings. Prepare meeting agenda and minutes, follow-up post meeting actions.
- Coordinate and consolidate event planning for programme team. Work closely with marketing team for publishing and media outreach.
- Support the Art Programme Committee Meeting. Work out the agenda with respective parties and follow through all meeting logistics.
- Be the focal point of programme team and handle programme enquires.
- Participate in projects assigned by superiors and manage projects to ensure quality and timely delivery.
- Responsible for projects' follow-up and liaise with both internal and external parties regarding the project deliverables.

### Job Requirements

- Diploma or above with minimum 4 years of experience, experience in administration or secretarial support will be an advantage.
- Detail-oriented and excellent communication skills.
- High level of independence and “can-do” attitude.
- Proactive and a good team player.
- Good organizational and time management skills.
- Good command of written and spoken English and Chinese.
- Proficiency in MS Office including word, Excel and PowerPoint.

Interested parties please email your resume and covering letter (please state your current and expected salary and availability) to Human Resources Department, Hong Kong Arts Centre via email [hr@hkac.org.hk](mailto: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.