**Senior Programme Officer**

**Job Duties**

* Assist in supporting and implementing various art projects and programmes e.g. ifva festivals, film screenings etc.
* Liaise with artists, curators, educators & academics for programme implementation.
* Contribute ideas, texts, and other materials for website and promotional channels in relation to arts programming and education.
* Handle art administration tasks e.g. prepare periodic reports.
* Perform other duties as assigned by direct supervisor.

**Job Requirements**

* University degree holders preferably relevant to art administration or cultural studies or other relevant disciplines.
* Experience in art administration, planning or organising arts programmes is definitely an added advantage.
* Good research, communication and interpersonal skills.
* Flexible, creative, meticulous and passionate about art.
* Self-motivated, well-organised, detail-oriented, responsible and able to work independently.
* Good team player who enjoys working in a dynamic working environment.
* Excellent command of written and spoken English and Chinese.
* Immediate availability is highly preferable.
* Candidate with less experience will be considered as Programme Officer.

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](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.