



Senior Programme Officer/Programme Officer (Visual Arts)

Job Duties

- Plan and monitor the progress, schedule, quality, and budget of assigned projects.
- Handle art administration work and prepare periodic reports.
- Assist in the development and curation of projects.
- Plan and coordinate promotional activities for assigned projects.
- Develop a strong network and establish constructive relationships with local and overseas artists and organisations through various channels.

Job Requirements

- University graduate with minimum 2 years of relevant and solid experience.
- Interest and passion for arts, culture, comics and animation.
- Knowledge of exhibition design, production and technical support.
- Excellent communication and writing skills in both Chinese and English. Putonghua will be an advantage.
- Able to work under pressure with multi-tasking ability.
- Good interpersonal skills and confidence in working with various partners as a team.
- Self-motivated, well-organised, detail-oriented, responsible and able to work independently.
- Proficiency in P.C. operations e.g. MS based applications, Chinese Word Processing.
- Proficiency in Photoshop, Illustrator, and video editing software will be an advantage.
- Willing to work on shift or public holidays occasionally.
- Immediate available is highly preferred.
- Candidate with less experience will be considered as Programme Officer.

Interested parties please email your resume and covering letter (please state 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.