

Arts-in-School Officer (Job ref: AISO-2439-HKAAA)

Responsibilities:

- Communicate with various stakeholders including but not limited to schools, teachers, arts ambassadors as well as external parties such as artists / arts groups, production house and the like to ensure smooth implementation of AAiSS;
- Manage website and social media platforms for promotion and updates;
- Provide all-round administrative and clerical support to AAiSS for effective project delivery from the stage of planning to execution and evaluation;
- Other duties as assigned by supervisor.

Requirements:

- Degree holder with a minimum of 2 years of relevant working experience, preferably in organising or managing arts projects/ public engagement events, content management, marketing, or related disciplines;
- Able to work independently and with a small team to accomplish the assigned tasks;
- Multi-tasking, self-motivated, detail-oriented and well-organised;
- Good verbal and written communication skills in both English and Chinese. Putonghua will be an advantage;
- Proficiency in PC operations (MS based applications and Chinese Word Processing);
- Knowledge in Adobe Photoshop, Illustrator, Premiere Pro, HTML, or experience in managing a website and social media platforms will be an advantage;
- Working on irregular hours and on Saturdays/ Sundays/ Public Holidays will be required.

Successful candidate will be offered a 12-month contract. 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 **1 October 2024**. 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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