

Arts Development Officer (Job ref: ADO-2442-HKAAA)

Main Duties:

- Processing grant applications and handling pro-active projects;
- Liaising with stakeholders in the arts sectors for grants administration and projects;
- Drafting correspondences, discussion papers, minutes, etc;
- Collating data relating to HKADC's grant schemes;
- Providing administrative and secretariat support as directed by the team supervisor.

Requirements:

- University degree with at least 2 years full-time working experience;
- Good communication and writing skills in both English and Chinese. Putonghua will be an advantage;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing);
- Strong administrative and analytical skills and ability to handle numerical data;
- Strong sense of responsibility, self-motivated, detail-oriented and well-organised;
- Knowledge or interest in Xiqu will be an advantage.

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 **18 September 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.

HKADC is an Equal Opportunities Employer