

Arts Space Manager (Job ref: ASM-2510-HKAAA)

Main Duties:

- To assist in the planning, implementing and monitoring projects in relation to the development of arts spaces in different locations;
- To manage and supervise the tenancy, facility and property management, and the maintenance work of different arts spaces, including but not limited to the 2 key premises, Landmark South and Tai Po Arts Centre;
- To formulate and implement leasing strategies for the commercial units at Tai Po Arts Centre;
- To be responsible for the recruitment, vetting process and contract signing of tenants of different arts spaces;
- To formulate guidelines for tenants, facility users and premises operators
- To be in charge of different types of tenders, including preparing the documents and ensure the process complies with the required guidelines and laws;
- To monitor and control a balanced budget of all arts space projects;
- To liaise with stakeholders, including artists / arts groups, property owners, governmental departments and professional building/ architectural consultants;
- To act as the secretary to the arts space working group or/ and other related committees/ panels, including the preparation of discussion papers and minutes and follow-up actions;
- To take charge of proactive, partnership or other projects as may be assigned from time to time;
- To perform any other duties as directed by HKADC's, its Committees, Chief Executive and ASRD Director.

Requirements:

- A recognized university degree in Real Estate, Property/ Facility Management, Surveying, or related disciplines;
- At least 5 years of relevant full-time working experience in leasing and facility/ property management. Experience in running arts venues will be a definite advantage;
- Experience in working with the Government or public bodies will be an added advantage;
- Experience in preparing and handling leasing and tender documents and agreements;
- Ability in reading and understanding floor plans and construction drawings;
- Professional and tactful manner in communicating with different stakeholders;
- Strong administrative and problem solving skill;
- Highly-motivated, responsible, dynamic, independent and able to lead a small team to achieve set goals;
- Excellent communication and writing skills in both English and Chinese.

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 **26 March 2025**. 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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