

Arts Development Senior Officer (Job Ref: ADSO-2535-HKAAA)

Main Duties:

- To plan, implement, monitor and evaluate arts development projects of HKADC;
- To process applications for HKADC projects and grants;
- To liaise with various parties for projects and grants administration;
- To provide logistical support for overseas and local events;
- To provide general administrative and clerical support to the Supervisors, including but not limited to organise meetings, draft reports, papers, minutes, letters, memos, filing, handle enquiries and complaints, etc.;
- To attend meetings in HKADC and other organisations;
- To collate and analyse data and statistics relating to HKADC's work
- To provide guidance and support teammates;
- Undertake any other duties as assigned.

Requirements:

- University graduates or equivalent with minimum of 5 years full-time working experience, preferably in the arts and cultural sector;
- 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 analytical skills and ability to handle numerical data;
- Highly-organized, independent and meticulous with details;
- Excellent inter-personal and multi-tasking skills;
- Relevant working experience in overseas arts projects such as international biennale and art fair is preferred;
- Knowledge and interest in HK arts scene with experience in project management will be an advantage;
- Candidate with less experience will be considered Officer.

Successful candidate will be offered a 24-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 **14 July 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.

HKADC is an Equal Opportunities Employer