

## **Arts-in-School Officer (Job ref: AISO-2505-HKAAA)**

The Arts Ambassadors-in-School Scheme (AAiSS) organised by the Hong Kong Arts Development Council is a large-scale arts education scheme. Since its launch in 2008, AAiSS has amassed an alumni of more than 17,000 ambassadors from primary, secondary and special schools.

We are looking for high-calibre candidate to join the AAiSS team in organising and implementing various types of arts activities for the arts ambassadors.

### **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;
- Maintain and work with different systems and platforms, such as eDM and event management systems, for daily operation, promotion, and updates, etc.;
- Provide all-round administrative and clerical support to AAiSS for effective project delivery from the stages 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.

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](mailto: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 **10 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.

***HKADC is an Equal Opportunities Employer***