



Hong Kong Arts  
Administrators Association  
香港藝術行政人員協會

Unit 704, Hua Fu Commercial Building, No. 111 Queen's Road West, Sheung Wan  
Tel: (852) 2877 7268 Fax: (852) 3104 0090 Email: [info@hkaaa.org.hk](mailto:info@hkaaa.org.hk) Website: [www.hkaaa.org.hk](http://www.hkaaa.org.hk)

## Hong Kong Arts Administrators Association Arts Administration Officer

### About Hong Kong Arts Administrators Association (HKAAA)

HKAAA's mission is to promote good arts administration practices through advocacy, professional development, communication, networking support, and collaboration among arts managers and other stakeholders. It serves as a platform and representative voice to support the advancement of a flourishing arts scene in Hong Kong.

### Key Responsibilities

- To perform office administration tasks, assist in budgeting, and maintain proper records for accounting.
- To maintain social media platforms including websites, Facebook, Instagram etc., supporting digital marketing and CRM activities.
- To handle membership campaigns, manage enrollments and maintain membership database.
- To provide support in managing the Association's events and activities including but not limited to the **Cultural Leadership Summit, Essential Guide to Effective Arts Management workshops, talks, seminars, and networking events.**
- To coordinate with internal and external parties including members, volunteers, partners, contractors, local and overseas arts institutions.
- To assist in the preparation of marketing collaterals, publicity materials, proposals and reports.
- To perform other ad hoc projects and tasks assigned.

### Qualifications and Requirements

- Hong Kong permanent resident aged 18 or above, graduated from tertiary institute or above within the last 3 years, preferably with project management and/ or marketing experience.
- Excellent command of both written and spoken English and Chinese, proficiency in Putonghua a definite advantage.
- Proficient in MS Office, preferably with knowledge of coding, graphic design software such as Adobe Photoshop and Illustrator.
- Knowledge in managing social media platforms (Facebook, Instagram, LinkedIn and YouTube); virtual event management experience an added advantage.
- Independent, responsible, as well as a pleasant team player with a passion for developing a career in the arts field.
- Willing to work outside of normal office hours when required.

We support the advancement of a flourishing arts scene in Hong Kong through our works!



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## Terms and Application

Salary will be commensurate with qualifications and experience. Appointment will initially be made on a **contract basis of up to two years**, renewable subject to mutual agreement and performance. Benefits include **medical insurance, MPF, and annual leave**.

### Application Deadline: 25 April 2025

Interested applicants should submit a **detailed resume and expected salary** to [hr@hkaaa.org.hk](mailto:hr@hkaaa.org.hk) or by post, marked "**Confidential**".

(Personal data collected will be used for recruitment purposes only.)  
HKAAA is committed to equal opportunity employment.