

## **Director, Hong Kong Performing Arts Expo (Job ref: D-2528-HKAAA)**

The Hong Kong Arts Development Council ("HKADC") is organising the second edition of Hong Kong Performing Arts Expo ("HKPAX") and we are now looking for a Director for planning, developing and producing HKPAX. Reporting to the Chief Executive of HKADC, the Director will work closely with a dynamic team to deliver a high-impact international event.

### **Responsibilities:**

- Devising and developing the activities of the HKPAX and its pricing strategy, and drive the publicity and marketing work in Hong Kong and internationally;
- Engaging international and local consultants, and articulating with Hong Kong and overseas arts institutions, organisations, groups and individuals to ensure a smooth, timely and effective execution of work and activities for HKPAX;
- Identifying, cultivating, and securing sponsorships to support and enhance the success of HKPAX;
- Direct and supervise a team of staff in effective implementation, coordination and execution and evaluation of HKPAX, including cooperation with the existing teams of HKADC;
- Supervise the secretarial work in support of any committees related to HKPAX including but not limited to the preparation of meeting papers and minutes;
- Follow up post-event evaluation and networking and collaboration between artists and art groups after the event;
- Perform any other duties as assigned by Chief Executive of HKADC.

### **Requirements:**

- University graduate with at least 20 years of working experience in arts administration, project administration, event management or related;
- Excellent interpersonal skills with an extensive network in the local and overseas arts community;
- Strong experience in sponsorship engagement and management;
- Excellent communication skills in both written and spoken English and Chinese, including Putonghua;
- Knowledge of local art scene with experience in facilities and arts venue management as well as programme presentation;
- A creative, communicative and highly-motivated individual with solid production, administrative and budget management experience;
- Strong sense of responsibility, self-motivated, multi-tasked, innovative, ability to work under high pressure in a fast-paced environment with high quality of deliverables;
- Proven achievements that demonstrate professional capabilities in organisation, arts administration, proactiveness and people management;
- Previous experience in committee work or public organisations, organising local or international art market / trade fair would be an advantage.

Successful candidate will be offered a 20-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](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 **15 June 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***