



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)

## **Website Development Intern**

The Hong Kong Arts Administrators Association's mission is to promote good arts administration practice through advocacy, professional development, communication, networking support, and collaboration amongst arts managers and other stakeholders; and to serve as a platform and representative voice in order to support the advancement of a flourishing arts scene in Hong Kong.

The Association is now inviting applications for appointment as Internship. We welcome candidates with strong passion of art to join the HKAAA team.

### **Major Responsibilities:**

- Assist in designing, updating, and maintaining the HKAAA website on the WIX platform.
- Ensure the website aligns with the Association's branding and communication strategies.
- Work collaboratively with the team to develop user-friendly features and layouts.
- Troubleshoot and resolve any technical issues related to the website.

### **Requirements:**

- Enrolled in or holding a degree in web design, computer science, digital media, or a related field.
- Experience or familiarity with website building, particularly using Wix.
- A team player with a positive attitude, a passion for the arts, and the ability to work under pressure.
- Self-motivated, organised, and responsible.
- Proficiency in PC operations with MS Office applications (Word, Excel, PowerPoint).
- The duration of the internship is around 2-3 months, part-time mode with office attendance required, totaling 150 hours.

Please submit your CV (stating a covering letter outlining skills, experiences, availability) in English to [info@hkaaa.org.hk](mailto:info@hkaaa.org.hk).

All applications will be treated in the strictest confidence.



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