

## **Arts Administration 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:**

- Support daily operations and administrative duties.
- Assist in the planning and organisation of programmes and events.
- Conduct research to support programme development.
- Handle general enquiries from the public professionally.
- Participate in ad hoc assignments and projects as required.

### **Requirements:**

- Enrolled in or holding a degree in visual art, art history, cultural management, or a related discipline.
- Strong command of written and spoken English and Chinese, with proficiency in Putonghua preferred.
- 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 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 [hr@hkaaa.org.hk](mailto:hr@hkaaa.org.hk).

All applications will be treated in the strictest confidence.