

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 hr@hkaaa.org.hk.

All applications will be treated in the strictest confidence.