



## Programme Director

### Job Duties

**This position will report directly to the Executive Director of Hong Kong Arts Centre and work closely with the Arts Programming Committee.**

- Work with Executive Director to craft and develop long-term and short-term strategies that are aligned with the direction and mission of HKAC.
- Lead the entire Programme Department. Plan and develop annual programmes that support the development objectives and growth of HKAC.
- Ensure intellectual and curatorial rigour across programmes and build synergy across different art forms.
- Form partnerships and lead funding applications with government departments and commercial entities. Manage the development of high-quality proposals.
- Manage programme budget and ensure financial sustainability.
- Lead the planning of the programme portfolio in order to strengthen the image of HKAC.
- Contribute to the development of internal and external communication materials to highlight impactful stories.
- Coordinate research in programme context such as analysis of art trends and opportunities.
- Collaborate with different teams to drive the development of the Programme Department.
- Liaise, network and work with arts practitioners, both local and overseas.
- Participate in regular committee meetings including the preparation of presentations and take follow-up actions.
- Work as part of the senior leadership team to shape and deliver the mission of HKAC and provide visible leadership extending across the wider organization.

### Job Requirements

- University Degree in related disciplines.
- Sound and demonstrable knowledge in contemporary art. Experience in curation will be an advantage.
- Excellent leadership skills and able to lead a team of around 20 staff.
- Strong sense of responsibility and self-motivation.
- Excellent problem-solving, collaboration, organisational, planning and project management skills.
- Professional and tactful manner in communicating with different stakeholders.
- Team player with excellent interpersonal skills and able to communicate effectively with a wide range of people.
- Good communication and writing skills in both English and Chinese.

Interested parties please email your resume and covering letter (please quote our reference, your current and expected salary and available date) to Human Resources Department, Hong Kong Arts Centre via email [hr@hkac.org.hk](mailto:hr@hkac.org.hk). Only short-listed candidates will be contacted. We are an equal opportunities employer committed to workforce diversity and fair employment practices. All data collected will be used for recruitment purpose only.