



Programme Manager (Visual Arts)

Job Duties

- Manage and deliver the exhibitions and visual arts programmes of the Hong Kong Arts Centre.
- Lead exhibition administration and management including but not limited to establish and monitor the project budgets and schedule, production management, liaise with artists, curators, stakeholders and internal teams, plan and deliver tours or talks to support the exhibition, open call etc.
- Prepare proposals to seek grants and sponsorship for major exhibitions and/or projects.
- Work with other departments for marketing and educational plans for the visual arts programmes.
- Supervise, manage and train junior staff to implement the above tasks and foster a culture of excellence, communications and collaboration.

Job Requirements

- Degree or above holder in arts management or other relevant disciplines with at least 6 years of working experience in arts-related organisations.
- Excellent execution, organisation and problem-solving skills, and able to work independently.
- Multi-tasking; adaptive to changes and able to work under pressure.
- Detail-oriented and self-motivated to strive for excellence. Able to communicate at all levels.
- Good writing and communications skills in both Chinese (Cantonese and Mandarin) and English.

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. 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.