

Marketing Officer (Arts Space) (Job ref: MO-2517-HKAAA)

Responsibilities:

- Assist in planning and executing the marketing and promotion campaign or advertising plans for the Venue, especially for SHOWCASE;
- Evaluate the effectiveness of campaign and prepare report;
- Manage and create content for website and social media platforms (including but not limited to Facebook, Instagram, YouTube, etc), including copywriting and graphic or image creating/ editing;
- Liaise and coordinate with Venue Team to implement events, marketing activities, programme and promotions;
- Assist in venue booking, operation or other administration work for the Venue when required;
- To perform any other duties as directed by Venue Manager.

Requirements:

- University graduate or equivalent in marketing, communication or related disciplines;
- Minimum 2 years relevant working experience, preferably in content and marketing industry;
- Proficiency in written and spoken English and Chinese;
- Creative, good interpersonal skill, self-motivated and able to work under pressure;
- Knowledge in Adobe Photoshop, Illustrator or other graphic software is preferable;
- Working on **Saturday, Sunday and Public Holiday and on shift duty and irregular hours.**

Successful candidate will be offered a 12-month contract. With the possibility of renewal based on performance and organizational needs. Salary offered will be commensurate with qualifications and experience. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** (hrrecruit@hkadc.org.hk) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **23 April 2025**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.

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