

**Project Manager** (Job ref: PM-2534-HKAAA)

**Responsibilities:**

- To manage and monitor various training and scholarship programmes, including but not limited to liaising with programme partners, trainers, institutions and relevant stakeholders, monitoring the annual plan, promotion, and its budget to ensure the successful completion of the programmes;
- To manage and monitor proactive projects for the development of the Arts Information Centre, and projects initiated by relevant arts group, including but not limited to liaising with institutions and relevant stakeholders, monitoring the annual plan, promotion and its budget to ensure the successful completion of the projects;
- To act as secretary to the relevant artform group, committee, and adjudication panels for various training and scholarship programmes and proactive projects, and preparing related documents;
- To assist the Research & Development Senior Manager to monitor proactive, partnership or other projects under the Research & Development team, and perform such other duties as may be assigned by the supervisor.

**Requirements:**

- University degree in arts management, cultural studies, education or related;
- At least 5 years of relevant working experience in project management. Proven experience in arts training and scholarship initiatives, oral history and archival projects would be an advantage;
- Ability to work independently on archival projects, training and scholarship programmes, and be highly motivated;
- Strong planning, budgeting and scheduling abilities, experience in managing multiple stakeholders, including production teams, overseas arts institutions, artists and educators;
- Good interpersonal and analytical skills, ability to engage respectful senior artists and cultural figures;
- Good communication and writing skills in both English and Chinese. Ability to speak Putonghua will be an advantage;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing).

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](mailto: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 **14 July 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.

***HKADC is an Equal Opportunities Employer***