

Senior Manager, Hong Kong Performing Arts Expo (Job ref: SM-2526-HKAAA)

The Hong Kong Arts Development Council ("HKADC") is organising the second edition of Hong Kong Performing Arts Expo ("HKPAX") and we are now looking for a Senior Manager who will assist in the overall planning and organisation of HKPAX. He/she will report directly to the director of Hong Kong Performing Arts Expo and will supervise his/her team, event agencies and contractors to deliver a high-impact international event.

Responsibilities:

- Assist in the overall planning and organisation of HKPAX and be responsible for the engagement and supervision of event agencies and contractors for various events, including the opening and closing ceremonies, performances, exhibition, talks, networking events, cultural experience events, tour to the Mainland, public programmes and other logistics support etc.;
- Liaise with all venues including venue reservation and booking, ticketing arrangement, technical and front of house requirements; to coordinate with other major performing arts groups and festival on reservation of tickets for the delegates, sponsors and guests;
- Develop proposals and presentations to be utilized in solicitation for sponsors, supporting organisations and the like such as venues, air tickets, hotel accommodation, marketing and media sponsors..etc.;
- To be responsible for post-event evaluation and follow up to build the networking and collaboration between artists and art groups after the event;
- Supervise the performance of a team and other casuals and volunteers;
- Perform any other duties as assigned by the seniors.

Requirements:

- University degree with at least 15 years of relevant full-time working experience in arts and culture, including project management experience;
- A creative, communicative and highly-motivated individual with solid production, administrative and budget management experience;
- Strong administrative, analytical and strategy development capacity and skills;
- Excellent command of written and spoken English and Chinese (both Cantonese and Putonghua);
- Strong sense of responsibility, self-motivation and an aptitude for innovation and change;
- Proven achievements that demonstrate professional capabilities in organisation, arts administration, proactiveness and people management;
- Readiness to work under pressure and deliver work of the highest quality;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing);
- Previous experience with NGOs and public organisations in organising large-scale arts events, local or international art market / trade fair will be an added value.

Successful candidate will be offered a 20-month contract. 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 **8 June 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