

Venue Manager (Job Ref: VM-2608-HKAAA)

Main Duties:

- To be the overall in charge, leading a team in overseeing HKADC's multi-purpose function hall SHOWCASE, including daily operations such as venue booking, event planning, setup, technical support, and inventory management, ensuring professional and high-quality service delivery to hirers and stakeholders;
- To ensure all hirers and events comply with house rules and statutory requirements, maintaining a smooth and safe operation;
- To continuously review and refine operation models, hiring policies, rate cards, procedures and guidelines to keep SHOWCASE competitive in the market, aligned with industry best practices and compliant with health, safety, and licensing regulations;
- To manage and monitor the budget, income, expenses and financial performance of SHOWCASE, and prepare reports and records in relation to the management and operation of the exhibition gallery;
- To evaluate the performance of SHOWCASE regularly and formulate strategies for improvement and growth;
- To liaise with facility management team, governmental departments and stakeholders to ensure timely support to keep the smooth and safe operation of SHOWCASE;
- To strengthen SHOWCASE's branding and develop marketing strategies to maximize venue bookings and revenue;
- To manage online platforms and promotional materials of SHOWCASE, organise events, and foster partnerships with neighbours and district groups;
- To act as the representative of SHOWCASE, build strong and collaborative relationships with SHOWCASE hirers, event organizers and operational partners; and
- To carry out any other duties as assigned by the Arts Space Executive Manager or the Arts Space, Research & Development Director.

Requirements:

- Recognized university degree in Venue / Event Management, Facility Management or equivalent;
- 5 years of full-time working experience of which with 3 years in venue operations, and at least 1 year in supervisory position;
- Knowledge in the technical aspects of an event space will be a good advantage;
- Experience in the operation of arts related functions/ events will be an advantage;
- Possess a strong sense of responsibility, self-motivation, and attention to detail, with a mature personality and a service-oriented mindset, demonstrating professional customer service skills and a positive attitude;
- Shift duty (5-day work week) required including weekends and public holidays; and
- Irregular working hours are required.

Remuneration Package:

This position is remunerated at the entry point of Master Pay Scale Point 20, equivalent to HK\$44,765 per month.

To Apply:

Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history 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 **9 April 2026**. 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 of unsuccessful candidates will be destroyed in 12 months after the closing date. 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.