



Hong Kong Arts
Administrators Association
香港藝術行政人員協會

Unit 704, Hua Fu Commercial Building, No. 111 Queen's Road West, Sheung Wan
Tel: (852) 2877 7268 Fax: (852) 3104 0090 Email: info@hkaaa.org.hk Website: www.hkaaa.org.hk

Arts Administration Intern
Job Reference No.# (AG025-2024-AA)

The Hong Kong Arts Administrators Association's mission is to promote good arts administration practice through advocacy, professional development, communication, networking support and collaboration amongst arts managers and other stakeholders; and to serve as a platform and representative voice in order to support the advancement of a flourishing arts scene in Hong Kong.

The Association is now inviting applications for appointment as Arts Administration Intern to provide support to its management office led by the Manager.

Major Responsibilities:

- To perform office administration tasks, assist in budgeting, and maintain proper records for accounting;
- To maintain social media platforms including website, Facebook, Instagram etc., supporting digital marketing and CRM activities;
- To handle membership campaigns, manage enrollments and maintain membership database;
- To provide support in managing the Association's events and activities such as training programmes, seminars, international conferences, etc.;
- To coordinate with internal and external parties including members, volunteers, partners, contractors, local and overseas arts institutions;
- To assist in the preparation of marketing collaterals, publicity materials, proposals and reports;
- To perform other ad hoc projects and tasks as assigned.

Requirements:

- Hong Kong permanent resident aged 18 or above, graduated from tertiary institute or above within the last 3 years, preferably with project management and/ or marketing experience;
- Excellent command of both written and spoken English and Chinese, proficiency in Putonghua a definite advantage;
- Proficient in MS Office, preferably with knowledge of coding, graphic design software such as Adobe Photoshop and Illustrator;
- Knowledge in managing social media platforms (Facebook, Instagram and YouTube); virtual event management experience an added advantage;
- Independent, responsible, as well as a pleasant team player with a passion in developing a career in the arts field;
- Willing to work outside of normal office hours when required.

We support the advancement of a flourishing arts scene in Hong Kong through our works!



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Please submit your completed application attached below together with all the supporting documents including your CV, stating the expected salary, a covering letter outlining skills and experiences in English to intern@hkadc.org.hk. All applications will be treated in the strictest confidence.

(Personal data collected will be used for recruitment purpose only
and will be deleted after recruitment)

We are an equal opportunities employer.

*The Arts Administration Internship Scheme is supported by
the Hong Kong Arts Development Council. HKADC will continue to match participating arts
organisations/groups with graduate applicants until all places are filled.*



香港藝術發展局
Hong Kong Arts Development Council

香港藝術行政人員協會為藝發局資助團體
Hong Kong Arts Administrators Association is financially supported by the HKADC

「藝術人才見習配對計劃2024/25」

見習生申請表格

本局專用 For Office Use Only

申請編號 Application No.: _____

收表日期 Received Date: _____

2024/25 Arts Talents Internship Matching Programme
Application Form for Interns

* 請於適當的空格加上剔號 Please tick as appropriate

申請人資料 Applicant Information			
姓名 Name			
中文 (Chinese)		英文 (English)	
你是否香港特別行政區永久性居民？ Are you a permanent resident of the HKSAR?			是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>
聯絡電話/流動電話 Contact no. /mobile phone		電郵地址 Email	
地址 Address			

教育程度 (按接受教育日期順序列出) Education (in chronological order)				
曾經/現正就讀的學校、學院、大學 Schools, Colleges, Universities, etc. Attended/Attending	學系/主修學科 Faculty/Major Area of Study	課程名稱,就讀班級 Course and Year of Study	就讀日期 (月/年) Date (MM/YYYY)	
			由 From	至 To
E.g. University of Hong Kong	Art Faculty	BA in Art History	2020	2024

工作經驗 (包括暑期工和兼職) (請按任職日期順序列出) Work Experience (including summer employment & part-time jobs) (in chronological order)				
公司名稱 Name of Company	職位 Position Held	工作性質 Nature of Work	日期(月/年) Date (MM/YYYY)	
			由 From	至 To

特別技能及知識 (例如：電腦操作) Special Skills and Knowledge (e.g. computing knowledge)
課外活動 (例如：學生會) (可選擇是否填寫) Extra-Curricular Activities (e.g. Student Union) (Optional)

若申請表演藝術及藝術製作人員見習計劃，可提供曾參與項目錄像紀錄的網址連結（請先上傳至免費影像分享平台）以供參考。For applicants of Internship Scheme for Artistic and Production Personnel, you may submit a video link of performance(s) and/or production(s) in which you participated for our reference. (please upload to a free video sharing platform.) _____

申請職位 Position Applying

申請見習計劃 (可選多於一項) Scheme(s) Applying (can choose more than 1)	<input type="checkbox"/> 藝術行政人員見習計劃 Internship Scheme for Arts Administrator	<input type="checkbox"/> 表演藝術及藝術製作人員見習計劃 Internship Scheme for Artistic and Production Personnel
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所選見習職位意向 Preferred Intern Positions

職位編號 Job Reference No.	職位名稱 Position Title
1. _____ (以下可選填 Optional)	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

藝術形式意向 (填寫數字順序) Preferred Arts Form(s) (Indicate in numbers)	_____ 舞蹈 Dance	_____ 音樂 Music	_____ 戲劇 Drama	_____ 戲曲 Xiqu	_____ 文學 Literary Arts
	_____ 視覺藝術 Visual Arts		_____ 電影及媒體藝術 Film and Media Arts		_____ 跨媒介/跨界別藝術 Cross/Multi-disciplinary Arts

聲明 Declarations

- (a) 本人已詳閱及同意「藝術人才見習配對計劃 2024/25」的申請指引。
I have read and agreed to the Application Guidelines of 2024/25 Arts Talents Internship Matching Programme.
- (b) 本人特此聲明及保證，申請表的所有資料全部屬實，並必須在藝發局書面同意下才可作出修訂。I declare and guarantee that all information given in this application is correct and will not be amended without the written approval of the HKADC.
- (c) 本人同意藝發局將申請文件所載資料轉交予參與本計劃之藝術機構/團體，以推行本計劃之用，包括但不限於甄選及面試等用途。I allow HKADC to disclose the data contained in the application to participating arts organisations for purposes under 2024/25 Arts Talents Internship Matching Programme, including but not limited to interview purposes.
- (d) 本人特此聲明，曾參與本局或康樂及文化事務署推行的相關見習計劃。 是 Yes 否 No
如是，請註明計劃名稱及參加年份 I declare I have participated in internship programme(s) introduced by HKADC or Leisure and Cultural Services Department. If yes, please indicate the name of the scheme and attended year: _____

日期 _____
Date _____

簽署 _____
Signature _____

申請方法 Application Method

申請者須將申請表格和所需文件及資料經電郵發送至 intern@hkadc.org.hk。以其他方式遞交的申請或未能符合《申請指引》列明要求的申請將不獲處理。Applicants should submit the completed application form together with all supporting documents to Hong Kong Arts Development Council (“HKADC”) via email to intern@hkadc.org.hk. Applications submitted in any other formats, and applications which do not fully meet and comply with the conditions of the Application Guidelines will not be accepted or processed by HKADC.