

Project Coordinator (Job ref: PC-2515-HKAAA)

Main Duties:

- Assist to plan, implement and evaluate arts development projects of HKADC;
- Assist to process applications for HKADC projects and grants;
- Liaise with various parties for projects and grants administration;
- Provide general administrative and clerical support to the Supervisors, including but not limited to organise meetings, draft reports, papers, minutes, letters, memos, filing, handle enquiries and complaints, etc.;
- Attend meetings in HKADC and other organisations;
- Collate and analyse data and statistics relating to HKADC's work;
- Undertake any other duties as assigned.

Requirements:

- University degree with at least 2 years full-time working experience;
- Relevant working experience in overseas arts projects such as international biennale and art fair is preferred;
- Good communication and writing skills in both English and Chinese. Putonghua will be an advantage;
- Strong sense of responsibility, good interpersonal skills, self-motivated, detail-oriented and well-organised;
- Proficiency in PC operations (MS based applications and Chinese Word Processing);
- Knowledge and interest in arts scene in Hong Kong will be an advantage;
- Knowledge in Photoshop, Adobe Illustrator or experience in managing a website will be an added value.

Successful candidate will be offered a 18-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 **15 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.

HKADC is an Equal Opportunities Employer