

Project Manager (Job ref: PM-2454-HKAAA)

Main Duties:

- Assist in overseeing and coordinating the 30th anniversary arts festival;
- Develop and implement programmes in collaboration with various arts groups;
- Take the lead in creating design, marketing, and branding materials, and liaise with the PR agency;
- Develop, manage and monitor budgets, timelines and reports;
- Perform other duties as assigned by the supervisor when necessary.

Requirements:

- University degree or above, preferably in arts, design, cultural management, education/ art education, or equivalent;
- At least 5 years of relevant full-time experience in arts sector;
- Proven leadership skills, marketing sense and excellent interpersonal, negotiation and influencing skills;
- Proficiency in both written and spoken English and Chinese; Knowledge of Cantonese and Putonghua is an advantage.

Successful candidate will be offered a 12-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 **9 December 2024**. 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.

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