

## **St. James' Settlement – Quarryside**

Operated by St. James' Settlement, "Quarryside" (舍區) is a harbourfront community space project near Hoi Shin Lane in Quarry Bay through the concerted efforts amongst the Government, NGO and the private sector. The venue features diverse event spaces and facilities available for use by diverse organizations and individuals (<https://quarryside.hk/>).

### **Job Title (Eng)**

Venue and Partnership Officer (POII) (Ref: GC/124724)

### **Desirable Appointment Date**

2025/02 (YYYY/MM)

### **Nature of Employment**

Contract (Full-time)

### **Requirements**

- Associate Degree / Diploma holder or above in Cultural Management, Arts Administration, Venue Management and Event Management or related disciplines;
- Experience in venue management and event management is an advantage but not essential;
- HKDSE 5 subjects level 2 / above (incl. Chi. and Eng.) or equivalent;
- High proficiency in PC knowledge and MS Applications;
- Be proficient in written and spoken Chinese and English; and
- Strong interpersonal and customer service skills, and detailed-minded.

### **Job Duties**

- Support venue booking matters, ensure compliance with house rules and statutory requirements to facilitate smooth venue and event operations;
- Assist in developing and implementing booking policies, rate cards, operational procedures and guidelines for the facilities;
- Look after the venue management, event operations and licensing-related work, including TPPEL management;
- Handle the hirers' booking and event requests, providing support for the effective delivery of events at the venue;
- Assist in venue and events promotion;
- Build good relationships with various community stakeholders and potential venue hirers;

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- Shift duty (5-day work week) required including weekends and public holidays;  
and
- Working place: Quarry Bay.

Interested persons please apply with resume indicating the expected salary to [benny.law@sjs.org.hk](mailto:benny.law@sjs.org.hk) on or before 06/01/2025.

Recruitment post is also available at <https://sjs.org.hk/tc/about/recruit.php>