

Senior Project Officer (Job Ref: SPO-2610-HKAAA)

Main Duties:

- Assist the manager in planning and executing the Hong Kong Arts Development Awards and strategic PR campaign-related activities;
- Coordinate the end-to-end event logistics, including venue arrangements, programme rundown, guest invitations, hospitality, and on-site support;
- Serve as a point of contact for collaborators, guest speakers, awardees, and partners, handling correspondence and maintaining accurate records;
- Support the development and implementation of the PR campaign, including collating materials, liaising with design/ PR agencies, and managing key timelines;
- Compile and prepare project documentation, budget reports, publicity copy and presentation materials;
- Liaise with internal teams and external service providers to ensure effective delivery of project milestones;
- Assist in stakeholder engagement, media and promotional outreach as required; and
- Provide general administrative and ad-hoc support for the team.

Requirements:

- A university degree with at least 4 years' relevant working experience (preferably in event/project coordination, arts administration, or communications);
- Good command of Chinese and English (including Putonghua), with strong communication and writing skills;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing required);
- strong organisational, problem-solving, and interpersonal skills;
- A proactive, flexible team player able to work under pressure and meet tight deadlines;
- Willingness to work on occasional evenings/ weekends when required for event support;
- Knowledge of and passion for the arts would be an advantage.

Remuneration Package:

Successful candidate will be appointed on a 9-month fixed-term contract. Renewal of contract will be subject to the operational needs and the performance of the candidate. This position is remunerated at the entry point of Master Pay Scale Point 14, equivalent to HK\$33,405 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 **4 June 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.