

Venue Assistant (Job ref: VA-2548-ADC)

Main Duties:

- To assist in organizing brand-building activities of TPAC;
- To support Tai Po Arts Centre Venue Manager on programme planning and marketing of TPAC;
- To provide administrative and venue support for Short Term Hiring Facilities;
- To man the reception counter and handle public enquiries;
- To perform any other duties as directed by supervisors.

Requirements:

- Diploma or above, preferably obtained within the last three years, with a track record in arts administration, theatre arts or related experience;
- Strong sense of responsibility, interpersonal skill and multi-tasking;
- Knowledge in theatre operation will be an advantage;
- Irregular working hours are required; and
- Required to work on shift (5-day work per week) according to the duty roster including weekends.

Employment Terms: The contract will be ended on **31 March 2026**

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 **12 November 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 of unsuccessful candidates will be destroyed in 16 weeks 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.