

Art Administration Manager

About the Hong Kong International Photography Festival

Hong Kong International Photo Festival (HKIPF) was launched in 2010. In each edition, the Festival focuses on a different theme, bringing together local and overseas photographers to discuss manifold issues and perspectives. Through a wide range of public programmes, the Festival promotes creative practices as a means to deepen our connection to the environments we live in and the people we live with.

HKIPF is organised by the Hong Kong Photographic Culture Association, founded in 2009 by 19 Hong Kong photographers and awarded the 2011 Hong Kong Arts Development Council Award for Arts Promotion. Since 2014, the Association has been financially supported by the Springboard Grant under the Arts Capacity Development Funding Scheme and since 2018 the Art Development Matching Grants Scheme of the Hong Kong Special Administrative Region Government.

In 2024, HKIPF expanded its initiatives by launching Koon Man Space (KMS), a community-focused photography resource center. Situated in the picturesque valley of Chuen Lung, KMS blends Hong Kong and international contemporary photography with the rich heritage of a 500-year-old Hakka village. Through exhibitions, public events, and workshops, KMS highlights Chuen Lung's vibrant cultural history and ecological significance, offering a dynamic platform where art, tradition, and nature come together in harmony.

Job Description

The **Art Administration Manager** will oversee the operational, administrative, and financial functions of the Hong Kong International Photography Festival and Koon Man Space. This role requires a dynamic individual with expertise in cultural management, strong leadership skills, and a passion for the arts. The successful candidate will work closely with the Program Director and other stakeholders to ensure the smooth implementation of events, programs, and exhibitions.

Key Responsibilities

Administrative Management

- Manage the overall administration of the Festival and Koon Man Space, including budgeting, resource allocation, and reporting.
 - Oversee the development and implementation of organizational policies and procedures to ensure compliance with local regulations.
 - Supervise day-to-day operations, including office management, staff coordination, and vendor relationships.
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- Manage event timelines, production schedules, and deliverables to ensure successful execution.
 - Prepare and manage the organization's annual budget in collaboration with the finance team.
 - Monitor and report on financial performance, ensuring cost efficiency and accountability.
 - Apply for grants and sponsorships and maintain relationships with funders and donors.

Qualifications

Required:

- **Education:** Bachelor degree in Arts Administration, Cultural Management, Cultural Studies, Humanities, or a related field.
 - **Experience:** Minimum of 5 years of experience in arts administration, cultural management, or a related field, preferably in a festival or cultural organization setting.
 - Strong organizational and project management skills, with the ability to manage multiple tasks and deadlines.
 - Proficiency in financial management and budgeting for arts and cultural projects.
 - Excellent communication skills in English and Cantonese (written and verbal).
 - Familiarity with grant application processes and funding bodies in the arts sector.
 - Excellent interpersonal and negotiation skills, with the ability to build and maintain relationships with stakeholders.
 - Passion for photography, visual arts, and cultural exchange.
 - Attention to detail and problem-solving abilities.
 - Community art experience is preferred.
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How to Apply

Please submit your resume and a cover letter detailing your qualifications and interest in the position to hr@hkipf.org.hk. Applications will be reviewed on a rolling basis, and only shortlisted candidates will be contacted.

Data collected will only be used for job application processing. Your data may be accessed by our appointed recruitment consultants who have agreed to keep confidence of all personal data in not less than the standards applicable to us. Applicants not being invited for an interview within 4 weeks from the submission date may assume their applications unsuccessful.