

Arts-in-School Manager (Job ref: AISM-2418-HKAAA)

Responsibilities:

- Lead a small team to devise and implement the annual Arts Ambassadors-in-School Scheme and other proactive projects such as Arts in the City;
- Liaise with various stakeholders including artists, arts units, schools and the like for effective implementation;
- Provide secretariat support to the Arts Promotion Committee;
- Provide administrative support to CCAIS department.

Requirements:

- University graduates or equivalent with at least 5 years relevant experience in managing arts and cultural projects. Preference will be given to those have working experience in initiating and implementing arts promotion projects;
- Excellent written and spoken English and Chinese. Fluent in Putonghua will be an advantage;
- Self motivated, well-organised and possess excellent inter-personal skills;
- Able to work independently and lead the team to accomplish the assigned tasks;
- Knowledge and interest in arts would be an advantage.

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 **27 May 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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