Management Trainee (Arts Administration Intern)

The Hong Kong Arts Administrators Association’s mission is to promote good arts administration practice through advocacy, professional development, communication, networking support and collaboration amongst arts managers and other stakeholders; and to serve as a platform and representative voice in order to support the advancement of a flourishing arts scene in Hong Kong.

The Association is now inviting applications for appointment as Management Trainee.

Major Responsibilities:

- Office administration, budgeting, administration and project management of programmes, seminars, events, international conferences, etc.;
- Maintenance of database, membership, and social media platforms (e.g. Facebook, website, etc.);
- Develop marketing materials including press releases, digital marketing content and activities;
- Coordination work between different parties including board members, government bodies, local and overseas arts institutions, business partners, members and volunteers, etc;
- Research work in support of the development of programmes;
- Maintenance of proper record of documents and keep a proper set of accounts;
- Draft correspondence and prepare presentation, promotional materials, proposals, reports, agreements and all kind of business documents; and
- Other ad hoc projects and tasks as assigned.

Requirements:

- Hong Kong permanent resident;
- Holder of a university degree obtained within the last 3 years, with office administration and event experience preferred;
- Solid understanding of both written and spoken English and Chinese. Preferably fluent in Putonghua;
- Detail-oriented, flexible, excellent communication and interpersonal skills and the ability to be a team player with a passion for working in the arts field and to work in a small office setting;
- Independent, well-organised and a dynamic, self-motivated, and responsible working style;
- Good project management, analytical, problem-solving skills;
- Proficiency in PC operations, preferably with knowledge in graphic design software such as Adobe Photoshop and Illustrator;
- Immediate availability will be a definite advantage.

Salary will be commensurate with qualifications and experience. Appointment will be made on a one-year contract, with possibility of renewal, subject to funding, mutual agreement, and good performance. Benefits include medical insurance, MPF and Annual Leave.
Applicants should send a covering letter with detailed resume and expected salary to hr@hkaaa.org.hk or by post marked “Confidential” to Manager, 1/F, Parklane Building, 235 Queen’s Road Central, Sheung Wan, Hong Kong. Application deadline: 30 September 2015. All applications will be treated in the strictest confidence.

(Personal data collected will be treated in strict confidentiality and will only be used for recruitment purpose)

We are an equal opportunities employer.

The Arts Administration Internship Scheme is supported by the Hong Kong Arts Development Council.