

CULTURE PROMOTION AND EVENTS OFFICE

Assistant Manager (Culture Promotion) (Ref. 18112302-E2)

Duties

The appointee will be required to:

- (a) assist in developing programme plan with a wide variety of arts and cultural activities for the promotion of culture on campus;
- (b) organise arts and cultural programmes planned for the year to students, staff, alumni, the general community of PolyU as well as the general public from planning to execution of logistics and on-site operations;
- (c) develop PolyU art groups and facilitate in the planning and execution of related programmes;
- (d) assist in planning and implementation of marketing activities of approved programmes including the design and production of marketing collateral;
- (e) maintain good relations and act as a coordinator with different arts and cultural organizations, both internal and external, including but not limited to student associations and staff, performing art groups and artists;
- (f) plan and monitor programme related administration and management matters including but not limited to budget and spending plan, supervision of subordinates to ensure effectiveness and efficiency in delivery of quality service in a professional, flexible as well as customer service oriented manner at all times;
- (g) prepare agenda, minutes and papers for all meetings of the Committee and the Office; and
- (h) perform any other duties as assigned by the Head of Office or his/her delegates.

The appointee will be required to work beyond normal office hours when necessary.

Qualifications

Applicants should have:

- (a) a recognised degree plus at least five years of relevant experience in planning and organising arts and culture events;
- (b) outstanding leadership, problem-solving skill, a strong sense of responsibility and be self-motivated and multi-tasking;
- (c) a strong passion in the promotion of culture on campus; a desire to inspire students and to be inspired by them;
- (d) substantial experience in budget management and in quality assurance;
- (e) well-versed skill in digital marketing and preferably with sound knowledge of computer applications, such as Adobe Photoshop, Adobe Illustrator and HTML webpage implementation;
- (f) excellent communication and interpersonal skills;

- (g) an excellent command of English and Chinese, with proficiency in Putonghua; and
- (h) ability to work independently and under pressure in meeting deadlines.

Shortlisted candidates will be invited to sit for a written language proficiency test.

[Applicants who have responded to the previous advertisement(s) need not re-apply.]

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

Application

Please send a completed application form to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be obtained via the above channels or downloaded from http://www.polyu.edu.hk/hro/job/en/guide_forms/forms.php. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **The closing date for application is Friday, 7 December 2018.** Applicants who are not invited to an interview within two months from the closing date should consider their applications unsuccessful. The University's Personal Information Collection Statement for recruitment can be found at http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php.