



饒宗頤文化館 Jao Tsung-I Academy

Jao Tsung-I Academy (JTIA), an NGO located at the Lai Chi Kok near Mei Foo MTR station, is a historic compound revitalized as a cultural hub that promotes Chinese culture, facilitates cultural exchanges, and contributes to the society at large. Facilities include Heritage Lodge 文化旅館·翠雅山房, Gallery, Heritage Hall, Multi-purpose Halls, Classrooms, Theatre, Resource Centre and Restaurant, have been opened in January 2014. We are now seeking high caliber talent to join us as Senior Program Officer/ Program Officer.

Senior Program Officer / Program Officer

28-Nov-18

Employer Ref. SPO201811

Duties

- To plan, develop, and manage cultural/ historical and related activities such as exhibitions, performances, conferences, courses, culture-themed travel, and inter-school / universities activities.
- To research and provide reports on topics related to events to be organized or proposed.
- To take business trips when required.

Requirements

- A degree in related discipline.
- Two years working experience (event / exhibition planning and management experience preferred).
- Interests in cultural/ historical work or studies is a plus.
- Self-motivated, self-disciplined, presentable, flexible, attention to details, with integrity.
- Be a good team player.
- Vision and passion in Chinese cultural project development.
- Good English and Chinese writing and presentation skills.
- Knowledge of graphic design and related software application preferred.
- Be willing to work overtime and weekend/ public holiday shifts when required.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Salary will be commensurate with qualifications and experience. Interested parties should send your detailed resume with expected salary together with a covering letter to recruit@jtia.hk before 26 Dec 2018.

As an NGO we welcome disabled, non-engaged youth, single parents and individuals from low-income families who satisfy the above requirements to apply. All information collected will be used for the purpose of recruitment only.