



## Program Associate

The Asian Cultural Council Hong Kong is a non-profit arts organization which supports cultural exchange through awarding fellowships to artists, scholars and professionals from Hong Kong, China and Macau. The Council now seeks a full time arts administrator to join its small but dynamic executive team.

The Program Associate will assist the Director in the following areas:

- Coordinating cultural exchange fellowship programs
- Developing corporate communications strategies and materials to further the work of the Council
- Supporting the Council's development efforts and management of events

Qualifications and requirements:

- University graduate with at least 3 years' experience in the arts and cultural fields, or international exchange. Knowledge or experience in visual arts is an advantage
- Good spoken and written English and Chinese, including Putonghua
- Proficient in MS office (Word, Excel, Powerpoint, Access), Chinese word processing and Photoshop
- Excellent communications and interpersonal skills

Salary will commensurate with qualification and experience.

Interested candidates are invited to send application with **curriculum vitae and expected salary** to [recruit@acc.org.hk](mailto:recruit@acc.org.hk) or Asian Cultural Council, 2001 Shiu Fung Hong Building, 239-241 Wing Lok Street, Sheung Wan. For more information on ACC Hong Kong, please visit our website: [www.asianculturalcouncil.org.hk](http://www.asianculturalcouncil.org.hk).

**Deadline of Application: February 23, 2019**

All applications are treated in strict confidence.