



Para Site  
22/F Wing Wah Ind. Building  
677 King's Road, Quarry Bay  
Hong Kong  
香港鰂魚涌英皇道677號  
榮華工業大廈22樓

t +852 25174620  
info@para-site.art  
www.para-site.art

## Development and Communications Manager

Para Site, Hong Kong's leading contemporary art space, is hiring a Development and Communications Manager. Under the direction of the Deputy Director, you will be playing a crucial role in the fundraising and external communications of a rapidly growing art institution. In this position you will:

- support the patrons programme through communication with Para Site's network of supporters, develop the annual patrons calendar of events and all related communications, as well as oversee the organisation of all patron events and trips
- serve as a liaison with Para Site's Board of Directors
- research and contribute to the development of new support opportunities
- write and oversee the submission of government and foundation grant applications and assist with the submission of reports
- manage logistics for the annual auction exhibition and gala, including liaison with artists, galleries, venues, designers, and gala hosts
- oversee the production of the auction design materials including invitations, online auction, auction catalogue, and related communications
- coordinate with Para Site's appointed PR agency and other media requests
- write, schedule, and manage posts promoting Para Site's programmes across the institution's social media platforms in a timely, charismatic, and informative manner,
- ensure Para Site's website is up-to-date and respond to both press and general Para Site enquiries
- oversee up-to-date mailing lists, guest lists, development documents, and databases for patrons programme and annual auction
- oversee invoicing and accounts receivable for patrons programme and annual auction

Working hours: Full time, some evenings and weekends as necessary.



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## REQUIREMENTS

- High proficiency in spoken and written Cantonese and English is essential
- Degree in arts or event management related fields
- Project coordination experience is a plus
- Creative, proactive, self-motivated, and strong organisational skills
- Developed writing and copy-editing skills
- Attention to detail, high level of accuracy, and good problem solving skills
- Interest in contemporary artistic practices and debates
- Ability to work as part of a team and independently
- Good computer skills including proficiency in Microsoft Office, Apple iOS, and Google Suite

Interested parties please send full resume with expected salary and available start date via email to [recruitment@para-site.art](mailto:recruitment@para-site.art) by 12:00 PM (HKT), Monday, 18 March, 2019. Submissions must be made in English.

(Data collected will be used for recruitment purposes only)