

CULTURE PROMOTION AND EVENTS OFFICE

Manager (Culture Promotion) (Ref. 19061103-IE)

Duties

The appointee will be required to:

- (a) develop programme plan with a wide variety of arts and cultural activities for the promotion of culture on campus;
- (b) take charge of the planning, design and organization of quality arts and cultural programmes for cultural development of students, staff and the members of PolyU community;
- (c) draw up effective marketing plan for the engagement of students, staff and the members of PolyU community;
- (d) manage and administer all the logistics of the cultural and arts activities planned including registration implementation as well as on-site operational matters;
- (e) cultivate and maintain good relations with different arts and cultural organizations, both internal and external, including but not limited to student associations and staff, performing arts groups and artists;
- (f) be responsible for all 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.

He/She will be required to work on irregular hours and on Sundays/public holidays.

Qualifications

Applicants should have:

- (a) a recognised degree or an equivalent academic qualification in a related discipline;
- (b) at least five years of solid and relevant experience in arts and culture field;
- (c) outstanding leadership and problem-solving skills, a strong sense of responsibility, and be highly self-motivated and multi-tasking;

- (d) a strong passion in the promotion of culture on campus, a desire to inspire student and to be inspired by them;
- (e) extensive and very good connections with culture and arts related fields;
- (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.

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 Tuesday, 25 June 2019.** 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.

PolyU is an equal opportunity employer committed to diversity and inclusivity. All qualified applicants will receive consideration for employment without regard to gender, ethnicity, nationality, family status or physical or mental disabilities.

11 June 2019