



Hong Kong Arts
Administrators Association
香港藝術行政人員協會

1/F, Parklane Building, No. 235 Queen's Road Central, Sheung Wan, Hong Kong
Tel: (852) 2877 7268 Fax: (852) 3104 0090 Email: info@hkaaa.org.hk Website: www.hkaaa.org.hk

Manager

The Hong Kong Arts Administrators Association's mission is to promote good arts administration practice through advocacy, professional development, communication, networking support and collaboration amongst arts managers and other stakeholders; and to serve as a platform and representative voice in order to support the advancement of a flourishing arts scene in Hong Kong.

Reporting to the Board of the Association, the Manager, as the head of the office, is responsible to undertake the day to day management of the Association and coordinate the creation, planning, and delivery of events, activities, conferences, training programmes and other projects undertaken by Association, including delivering the outcomes as agreed in the HKADC and HAB grants.

The Manager will prepare papers as required for Board meetings, as well as the annual budget, funding submissions and progress reports for the Board approval. The role also involves supervising a small team of staff of the Association, overseeing the marketing, funding, finance, HR, administration and overall operation as well as maintaining good relationships with funding bodies and partners.

Requirements:

- Degree holder with at least 7 years of relevant working experience in the arts and culture sector, in which with at least 3 years in supervisory position, and with project management experience
- Good leadership and proven experience of managing a small team
- Detail-minded, with good communication and interpersonal skills, and the ability to work independently under pressure and multi-task
- Good knowledge of overall arts management, including financial and administration affairs, strategic and events planning
- Knowledge of government policies and arts industry situations, able to build constructive dialogues with stakeholders
- Creative and motivated, detail-oriented and well-organized, with a passion for working in the arts field
- Excellent command in written and spoken English and Chinese
- Proficiency in PC operations, preferably with knowledge in graphic design software such as Adobe Photoshop and Illustrator.

Salary will be commensurate with qualifications and experience. Appointment will initially be made on a contract basis for up to 2 years, renewable subject to mutual agreement and good performance. Benefits include medical insurance, MPF and Annual Leave.

Applicants should send a detailed resume and expected salary to hr@hkaaa.org.hk or by post marked "Confidential" to **Chair, Hong Kong Arts Administrators Association, 1/F, Parklane Building, 235 Queen's Road Central, Hong Kong**. Application deadline: **5 July 2019**. All applications will be treated in the strictest confidence.



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(Personal data collected will be used for recruitment purpose only)
We are an equal opportunities employer.