



Hong Chi Sports & Arts Academy (匡智體藝學院) is wholly owned and operated by Hong Chi Association. We strongly believe that people with intellectual disabilities have unlimited talents. The Academy will provide an array of training programmes to students and trainees as a better chance to develop their potential in sports, musical, drama, puppetry, dance, arts and etc. Through collaborating with renowned performers and inspirational figures around the world to bring hope to everyone and shine brightly onto the stage. For further information about the Association, please visit its website at www.hongchi.org.hk

Project Manager (Arts Development)

(Ref.: PM(ARTS)(HO)/16/04/24/HKAAA)

Responsibilities:

Report to the Service Supervisor (SS) and assist SS to:

- Organize, implement and execute art programmes (with a focus on visual and performing arts) of Hong Chi Sports & Arts Academy
- Plan and execute different marketing and publicity strategies and campaigns for cultivating awareness of disability arts
- Facilitate collaboration and communication with different internal and external parties and maintain harmonious relationships with various stakeholders
- Support project workflows and event operations of a variety of arts and cultural community activities including the hiring and application for venue use, funding applications, report write-ups and ongoing liaison with sponsors etc.
- Perform ad hoc assignments as required

Requirements:

- Degree / Diploma or above in Arts Administration, Art History, Arts and Cultural Management, Marketing, Event Management or related disciplines
- At least 3 years of working experience in project management in the arts and cultural industry is preferred. Other experience in social entrepreneurship, event management and public relations or knowledge in art would be an advantage
- May be required to work irregular hours or on weekends or public holidays
- Excellent command of written and spoken English and Chinese
- Computer knowledge of Microsoft Office, familiarity with design software such as Photoshop and Illustrator and video editing skills would be a plus
- Immediate availability is highly preferred
- Work location : Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Human Resources Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to hr_hra@hongchi.org.hk

****Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis****

(All data collected will be used for recruitment purposes only.)