

Established in 1995, the Hong Kong Arts Development Council is a statutory body set up by the Government to support the broad development of the arts in Hong Kong. Its major roles include grant allocation, policy and planning, advocacy, promotion and development, and programme planning.

Senior Project Officer (Job ref: SPO-2412-HKAAA)

Responsibilities:

- Assist in planning and implementation of the Roundtable;
- Coordinate operation and logistic works related to productions;
- Maintain effective communication and good relationship with stakeholders;
- Handle post-event and project closure procedures;
- Provide any ad-hoc & administrative support;
- Undertake other duties as assigned by supervisors.

Requirements:

- University degree with at least 4 years' experience in event coordination and project management;
- Good communication and writing skills in both English and Chinese (including Putonghua);
- Fluency in Korean or Japanese will be an advantage;
- Proficiency in PC operations (MS based applications, particularly MS Excel and Chinese Word Processing);
- Self-motivated, well-organized, good inter-personal & problem-solving skills;
- Knowledge and interest in the arts would be an advantage.

Successful candidate will be offered a 10-month contract. Salary offered will be commensurate with qualifications and experience. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** (hrrecruit@hkadc.org.hk) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **15 April 2024**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.

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