

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.

Venue Officer (Job ref: VO-2413-HKAAA)

Responsibilities:

- Support on-site operations of facilities' hiring such as documentation, financial records and prepare reports, as well as being the duty officer during booking period;
- Procure goods and services;
- Carry out daily office administrative duties;
- Support the marketing and promotion initiatives of TAPC; and
- Handle ad-hoc duties and any other duties as assigned by supervisor.

Requirements:

- Degree in business, communication, arts management, or related disciplines;
- 1-2 year or above relevant experience, experience in venue operations will be an advantage;
- Proficiency in MS Office and very strong in Microsoft Excel or other spreadsheets application are highly preferred;
- Detail-minded and strong in problem solving;
- Good communication skills;
- Self-motivated and work independently but also a good team player;
- Required to work on shift (5-day work week) according to the duty roster including weekends; and
- Candidates with less experience will be considered for the Venue Assistant position.

Successful candidate will be offered a 24-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 **30 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.

HKADC is an Equal Opportunities Employer