

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.

Marketing Officer (Job ref: MO-2414-HKAAA)

Responsibilities:

- Assist in planning and executing the marketing and promotion campaign or advertising plans for the Venue, especially for SHOWCASE;
- Evaluate the effectiveness of campaign and prepare report;
- Manage and create content for website and social media platforms (including but not limited to Facebook, Instagram, YouTube, etc), including copywriting and graphic or image creating/ editing;
- Liaise and coordinate with Venue Team to implement events, marketing activities, programme and promotions;
- Assist in venue booking or other administration work for the Venue;
- To perform any other duties as directed by Venue Manager.

Requirements:

- University graduate or equivalent in marketing, communication or related disciplines;
- Minimum 2 years relevant working experience, preferably in content and marketing industry;
- Proficiency in written and spoken English and Chinese;
- Creative, good interpersonal skill, self-motivated and able to work under pressure;
- Knowledge in Adobe Photoshop, Illustrator or other graphic software is preferable;
- Working on irregular hours and on Saturdays/ Sundays/ Public Holidays will be required.

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