

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.

Arts Development Manager (Job ref: ADM-2416-HKAAA)

Responsibilities:

- To devise, implement and monitor different grants schemes for the planning, development and promotion of the arts;
- To manage and execute any assigned HKADC's self-initiated projects, events and programmes;
- To assist the Arts Development Director & Arts Development Executive Manager in preparing and maintaining programme plan and budget of income and expenditure for the effective discharge of the work of HKADC;
- To communicate and work closely together with arts practitioners and organizations, both local and overseas, and provide advice, support and assistance when necessary;
- To support committees and working groups of HKADC, including the preparation of agenda, papers, briefs and minutes of meetings and taking follow-up action;
- To plan, implement, monitor and evaluate arts development projects for the development and promotion of the arts;
- To carry out research and planning relating to the development of the arts in Hong Kong and overseas;
- To manage, supervise and provide on-the-job training to supporting staff;
- To perform any other duties as directed by HKADC, its Committees, Chief Executive, Arts Development Director and Arts Development Executive Manager.

Requirements:

- University degree with at least 5 years of relevant full-time working experience;
- Previous working experience in public bodies or NGOs is preferred;
- Strong administrative, analytical and strategy development skills;
- Knowledge and experience in grant making will be a definite advantage;
- Knowledge in visual arts and the Hong Kong arts scene will also be an advantage;
- Strong sense of responsibility, self-motivated, detail-oriented, proactive, well-organized and a mature personality;
- Ability to work independently and lead a small team;
- Professional and tactful manner in communicating with different stakeholders;
- Good communication and writing skills in both English and Chinese;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing).

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 **2 May 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