



Asian Cultural Council Hong Kong  
Events and Administration Associate (Full-time, Project-based)

#### Description

Asian Cultural Council Hong Kong (ACC Hong Kong) is a non-profit organization focused on supporting educational programs of cultural exchange for artists, architects, scholars, and arts professionals within Asia and to the U.S. Since 1986, ACC Hong Kong has awarded more than 600 grants in 16 disciplines, to individuals and organizations from Hong Kong, Macau, and Mainland China.

The Events and Administration Associate will play an essential role in realizing ACC Hong Kong's 40th Anniversary events, including a Fundraising Dinner, as well as supporting the Director with various event management, communications, and administrative tasks. With this role, candidates will gain valuable hands-on experience in event and auction management, fundraising, and arts administration at a small and dynamic arts organization with international presence.

(This is a fixed-term, project-based position ending in December 2026 with the possibility for renewal subject to organizational needs and individual performance.)

#### Responsibilities

- Plan, coordinate and execute the organization's 40th Anniversary Fundraising Dinner, featuring a live and online auction, live pledges, and performances by ACC alumni.
- Support the planning and on-site operations of other ACC Hong Kong events and activities, including Patrons' Circle events, as needed.
- Handle RSVPs in a professional manner.
- Develop event-related promotional strategies and marketing materials, such as drafting invitations, correspondences, e-newsletters, social media content, and other collateral.
- Assist with general administrative tasks, such as updating the patron database, as needed.

#### Qualifications

- University graduate with three years' experience in event management, hospitality, public relations, or a similar role.
- Strong project management and problem-solving skills.
- Organized, very high attention to detail, and capable of multi-tasking.
- Ability to work with various stakeholders, with a customer-service focus.
- Excellent command of spoken and written English and Chinese.
- Proficiency in digital tools (e.g., Microsoft Office, Canva, social media platforms, CRM software).
- A strong passion for the arts is highly valued.
- Knowledge in graphic design and video editing is a plus.
- Experience in fundraising is a plus.

#### Remuneration and Benefits

Salary will be commensurate with qualifications and experience. A benefits package, including annual leave, medical and dental benefits, will be offered.

To Apply

Interested candidates are encouraged to submit their CV, cover letter, date of availability, and expected salary to [program@acc.org.hk](mailto:program@acc.org.hk) **by September 12, 2025**.

Please include "ACC Hong Kong Events and Administration Associate " in the subject line of the email.

Enquiry

Crystal Li / Special Projects  
2895 0407 / [program@acc.org.hk](mailto:program@acc.org.hk)