



Asian Cultural Council Hong Kong  
Fellowships 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.

This role will support the Director with the grant-making process and fellowships program management, communications, and administrative tasks during ACC's 2026 grant cycle (October 1, 2025 – December 31, 2027). You will gain valuable hands-on experience in grantmaking and arts administration at a small and dynamic arts organization.

(This is a fixed-term project-based position ending December 2027 with the possibility for renewal subject to organizational needs and individual performance.)

#### Responsibilities

- Manage the execution of ACC Hong Kong's cultural exchange fellowship programs, supporting fellows inbound to Hong Kong, and fellows outbound from Hong Kong, Macau, and Mainland China to regions within Asia or the U.S.
- Foster and maintain strong relationships with ACC Fellows and Alumni, serving as a primary point of contact.
- Facilitate the fellowships application and review process.
- Develop fellowship-related promotional strategies and draft communication materials for email marketing and social media.
- Support with the planning and onsite execution of ACC Hong Kong events and functions.
- Assist with general administrative tasks, such as updating the grantee database, as needed.

#### Qualifications

- University graduate with at least three years' experience in administration.
- A strong passion for the arts is highly valued.
- Strong command of spoken and written English and Chinese.
- Proactive, organized, and excellent attention to detail.
- Ability to work with various stakeholders, with a customer-service focus.
- Flexible and adaptable to a high-paced environment, able to multitask and complete projects independently in an efficient manner.
- Proficiency in using Microsoft Office and Chinese word processing.

#### 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, and date of availability to [program@acc.org.hk](mailto:program@acc.org.hk) **by September 26, 2025**. Please include "ACC Hong Kong Fellowships 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)