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

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

Description

Asian Cultural Council Hong Kong (ACC Hong Kong) is a non-profit organization focused on supporting 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 Assistant will play an essential role in ACC Hong Kong's upcoming 40th Anniversary events, supporting the team with various event management, communications, and administrative tasks. You will gain valuable hands-on experience in event management and arts administration at a small and dynamic arts organization with an international presence.

Responsibilities

- Assist with the planning, coordination and execution of the organization's 40th Anniversary events.
- Develop event-related promotional strategies and marketing materials, such as drafting invitations, correspondences, e-newsletters, social media content, and other collateral.
- Handle general administrative tasks, such as mailing, scheduling deliveries, and updating the patron database, as needed.

Qualifications

- At least two years of work experience.
- University graduate with a degree in event management, hospitality, public relations, or a related field.
- Strong project management and problem-solving skills.
- Highly organized with great attention to detail and the ability to multitask.
- Proactive and comfortable working both independently and as part of a team
- 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 of graphic design and video editing is a plus.

Remuneration

Salary: HKD15,000–18,000 (negotiable). Salary will be commensurate with qualifications and experience.

To Apply

Interested candidates are encouraged to submit their CV, cover letter, and date of availability to program@acc.org.hk, as soon as possible. Applications accepted until the position is filled.

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

Enquiry.   Crystal Li / Special Projects / 2895 0407 / program@acc.org.hk