

Arts Development Officer (Job Ref: ADO-2542-HKAAA)

Main Duties:

- To implement, monitor, and evaluate HKADC's grant schemes and projects;
- To process grant applications and projects including detail checking of applications, preparing briefing tables, marksheets, excel tables for application marking, photocopying, checking project and audit reports;
- To liaise with stakeholders in the arts sectors for grants administration and project coordination;
- To arrange and support meetings, contact assessment panel, prepare agenda, draft reports, papers, minutes, letters and memos; handle filing, enquiries, and complaints, etc.;
- To collate and analyse data and statistics related to HKADC's work;
- Undertake any other duties as assigned by the Supervisors.

Requirements:

- University degree with at least 2 years full-time working experience;
- Good communication and writing skills in both English and Chinese. Putonghua will be an advantage;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing);
- Multi-tasking, strong analytical skills and ability to handle numerical data;
- Strong sense of responsibility, self-motivated, detail-oriented and well-organised;
- Knowledge and interest in arts will be an advantage.

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 **13 October 2025**. 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 of unsuccessful candidates will be destroyed in 16 weeks after the closing date. 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