

## **Arts Development Officer (Job Ref: ADO-2602-HKAAA)**

### **Main Duties:**

- Communicating/liasing with various stakeholders including but not limited to schools, artists/ arts groups, production house and the like to ensure smooth implementation of grant schemes and projects;
- Processing grant applications and handling granted projects;
- Drafting correspondences, discussion papers, minutes, and preparing reports etc;
- Collating data relating to HKADC's grant schemes;
- Providing administrative and secretariat support as directed by the team supervisor.

### **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;
- Able to work independently and with a small team to accomplish the assigned tasks;
- Strong sense of responsibility, multi-tasking, self-motivated, detail-oriented and well-organised;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing);
- Knowledge and interest in arts will be an advantage.

### **Remuneration Package:**

A highly competitive salary commensurate with qualifications and experience will be offered. Successful candidate will be appointed on a 1-year fixed-term contract. Renewal of contract will be subject to the operational needs and the performance of the candidate. This position is remunerated at the entry point of Master Pay Scale Point 7, equivalent to HK\$22,145 per month.

### **To Apply:**

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](mailto: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 **9 February 2026**. 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 6 months 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.