

## **Arts Development Senior Manager (Job Ref: ADSM-2544-HKAAA)**

### **Main Duties:**

- To assist ADD in supervising the disbursement of grants and scholarships to organisations and individuals through the various grants application schemes and to monitoring projects, compiling periodical reports and issuing correspondence pertaining to grant applications;
- To assist ADD in conducting regular grant scheme review to enhance effectiveness and efficiency and to prepare and maintain programme plans and budgets of income and expenditure and compiling periodical reports for the effective discharge of the work of the Council;
- To assist ADD in management and review of examiners system and to communicate with arts practitioners and organisations, both local and overseas, and provide support, assistance and advice whenever deemed appropriate;
- To provide secretarial support to committees/working groups including preparation of agenda, papers, briefs and minutes of meetings and taking follow-up action;
- To plan, implement, monitor and evaluate arts projects for the development and promotion of the arts;
- To manage and supervise a team of staff for effective grants administration and project management;
- To undertake other duties assigned by ADD and CE.

### **Requirements:**

- University degree with at least 10 years of relevant full-time working experience in arts administration/ grant scheme administration and working experience in government and public organisation is preferred;
- Strong administrative, analytical and strategy development skills;
- Excellent communication skills in both written and spoken English and Chinese;
- Strong sense of responsibility, self-motivated, detail-oriented, proactive, well-organised and a mature personality;
- Professional and tactful manner in communicating with different stakeholders;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing);
- Previous experience with NGOs, government subvented and public organisations will be an added value.

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](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 **19 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***