

Arts Information Centre Officer (Job Ref: AICO-2545-HKAAA)

Main Duties:

- To implement the AIC's education and promotional events, such as quarterly display, open day, group tours, workshops and seminars. Tasks include but not limited to coordinating, copywriting, database management and content updating for all online platforms;
- Assist in building the AIC collections, including but not limited to providing support in cataloging, digitalisation, administrative support and periodic progress reports in relation to the AIC collections, environmental and pest controls, and enquiries;
- Perform shift duties at service counter to support the daily operation, which includes technical and logistic support on handling general enquiries, helping users in the use of centre services, equipment and facilities;
- Perform any other duties as assigned by supervisors.

Requirements:

- 5-days work, shift duties on weekends are required;
- A University graduate with minimum 2 years relevant working experience in event/project management;
- High proficiency in written and spoken English and Chinese, and strong interpersonal skills;
- Strong sense of responsibility, analytical skills with the ability to self-motivate, multitask and stay organized in a dynamic / fast-paced environment;
- Proficiency in digital skills and Microsoft Office applications.

Successful candidate will be offered a 12-month contract. 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 **30 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.