

Assistant Programme Manager / Senior Programme Officer (Ref: AM/SPO-ifva)

Major Responsibilities:

- Plan, implement and coordinate annual ifva competition, ifva festival, film screenings, media art exhibitions, seminars, master classes, community projects, school programmes, etc;
- Identify relevant project partners and collaborators, maintain good relationship with internal and external stakeholders including government bodies, art affiliates, filmmakers, artists, schools, contractors, sponsors and media partners;
- Assisting in the planning of production, installation, maintenance and dismantling of media art exhibitions, and to oversee venue technical issues to be successfully delivered;
- Contribute ideas in curating and developing short film and creative media programmes;
- Prepare proposals and reports;
- Ad-hoc projects and art administrative tasks assigned by supervisor.

Requirements:

- University degree holders preferably relevant to creative media, film and media arts, cultural studies, comparative literature, marketing and communication.
- A minimum of 5 years' experience in film festivals, exhibition or event management.
- Possess strong commitment to team dynamics with the ability to contribute expertise.
- Strong passion and knowledge in film, animation and/or media arts is a must.
- Excellent communication and writing skills in both Chinese and English. Native Cantonese speaking is a must.
- Detail-minded, flexible, able to work with multiple projects concurrently and within agreed deadlines.
- Strong event management skills, problem solving skills, well-organised and able to prioritise and operate proactively.
- Creative, dynamic, flexible and self-motivated with excellent project management skills and strong ability to work under pressure and multi-task.
- Technical knowledge in film/video production/media arts is highly desirable.
- Immediate available is highly preferred
- Candidate with less experience will be considered as Senior Programme Officer

Interested parties please post your resume and a covering letter (please quote our reference, expected salary and available date and time) to Human Resources Department, Hong Kong Arts Centre, 8/F, 2 Harbour Road, Wanchai, Hong Kong or by email hr@hkac.org.hk or by fax 2519 2009 on or before 3 August 2023.

Only short-listed candidates will be contacted.

We are an equal opportunities employer committed to workforce diversity and fair employment practices. All data collected will be used for recruitment purpose only.