香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

The Hong Kong Arts Festival is a non-profit organization committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following:

Development Officer / Assistant

Responsibilities:

- The Development Officer will report to the Development Director and assist members of the Development team in all related functions of the Society. Duties include but are not limited to:
- Supporting the promotion and organisation of fundraising-related activities;
- Supporting the implementation and delivery of key Festival events;
- Supporting communication activities to build and nurture relationships with sponsors and donors
- Maintaining close relationships with corporate members
- Working closely with other departments to ensure sponsorship benefits are promptly delivered
- Preparing written materials such as sponsorship reports, presentations, and supporting the drafting of sponsorship proposals, etc.
- Handling other duties as assigned by the Development Director and Development Managers.

Requirements:

- A university degree with 2 years' relevant experience
- Good command of written and spoken English and Chinese (Cantonese and Putonghua);
- Strong interpersonal skills, detail-oriented and a team-player;
- Proficiency in MS office applications (incl. Word, Excel, and PowerPoint)
- Experience in arts organisations or event management is an advantage but not essential.

Please apply before **10 December 2026** with full resume stating current and expected salaries, and a covering letter outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF's mission.

Applications should be sent by mail to Human Resources and Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through hr.recruit@hkaf.org.

HKAF is committed to equal opportunity employment.
(All personal data collected will be used for recruitment purposes only.)