



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 about 130 performances by top local and international talent in February and March each year, and offers a wide range of "PLUS" and educational events for a diverse cross section of the public in venues across the city.

Suitable candidates are invited to apply to join the dynamic team behind the Festival as:

Part time – Development Department

Responsibilities:

- Support the team in all aspects of event organization for the upcoming Festival;
- Assist in logistics related to Donation
- Assist in fundraising research and donation handling;
- Assist in the preparation of publicity materials and event collaterals; and
- Provide administrative or other ad hoc support to the Development Department;

Requirements:

- Bachelor Degree in any discipline are welcomed. Graduates in Business, Administration, Music, Culture, Data Analytics, or Languages will be advantageous.
- Experience in administrative work will be preferable.
- Available to work at least 2-3 full days (0930-1830) per week
- A proactive, organised and detail-oriented team player with a willing-to-learn attitude;
- Fluency in written and spoken Chinese and English;
- Proficiency in MS Office, including Word, Excel and PowerPoint;
- Knowledge of Adobe Photoshop, Adobe Illustrator and video editing is an advantage.

Please apply before **30 September 2025** with full resume and a cover letter indicating your available working day(s) and period by e-mail to dev.intern@hkaf.org. Shortlisted candidates will be contacted for interview.

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