



## 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 organisation 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 post:

### **Part-time Development Assistant**

The position will support donation processing, CRM and donor data management, fundraising research, donor correspondence and other Development Department activities.

#### **Responsibilities:**

- Assist in donation processing and CRM data entry and maintenance.
- Prepare donation receipts, acknowledgement letters and other donor correspondence.
- Conduct fundraising and prospect research.
- Support fundraising campaigns, events and preparation of related materials.
- Provide administrative and other ad hoc support to the Development Department.

#### **Requirements:**

- Degree holder in any discipline; graduates in Business, Administration, Arts and Culture, Data Analytics or Languages would be an advantage.
- Administrative, data-entry or related work experience is preferred.
- Available to work at least 2–3 full days (9:30am–6:30pm) per week.
- Detail-minded, organised and responsible, with a willingness to learn.
- Good command of written and spoken English and Chinese.
- Proficiency in MS Office, particularly Word and Excel.

Please apply before **30 September 2026** with a full résumé indicating your available working day(s) and period. Applications can be sent by email to [dev.intern@hkaf.org](mailto:dev.intern@hkaf.org). Shortlisted candidates will be contacted for interview.

The HKAF is committed to equal opportunity employment.

*(All personal data collected will be used for recruitment purposes only.)*