



Assistant Programme Manager/Senior Programme Officer, ifva

Job Duties

- Plan, implement and coordinate annual ifva competition, ifva festival, film screenings, seminars, master classes, community projects, school programmes, etc.
- Write, edit and disseminate a variety of communications including festival booklet/ programme, press releases, website content, newsletter and online feeds.
- Handle marketing/PR activities and manage website content, digital platforms and social media channels (Facebook, IG, Google, Youtube, etc.).
- Prepare proposals and reports.
- Ad-hoc projects and art administrative tasks assigned by supervisor.

Job 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 of 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 be 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 email your resume and covering letter (please quote our reference, your current and expected salary and available date) to Human Resources Department, Hong Kong Arts Centre via email hr@hkac.org.hk. 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.