



Marketing and Communications Officer

Responsibilities:

- Reporting to the Marketing Manager.
- Support the team in coordinating all aspects related to all programmes and artists, events and online/offline marketing strategy.
- Coordinate content for various marketing channels, including social media, e-newsletter, print, etc.
- Collaborate with internal departments, such as PR, executive office, programme and operation teams, to provide supports on external communications matters.
- Prepare and consolidate weekly reports.
- Handle marketing related administration duties, including invoice and billing arrangements for the team.
- Use metrics to evaluate programmes or projects after completion, having seen them from start to finish.

Requirements:

- Bachelor Degree or above in Marketing, Communications or related discipline.
- Proficient in MS applications (Excel, Word, PowerPoint).
- Proficient in communication platforms, eg, media monitoring and analysis tools.
- Excellent command of written and spoken English and Chinese.
- Proven experience in external affairs, project handling, marketing & execution, or a related role, preferably in a corporate or organizational setting.
- Strong interpersonal skills and the ability to build and maintain relationships with diverse stakeholders.
- Strong multi-tasking skills and able to work under pressure.
- Self-motivated, highly creative in thinking and highly committed with positive attitude.
- Flexible and adapted to work in a fast-paced and dynamic environment.
- Good understanding of art will be an advantage.
- Adobe software experience is a plus.
- Fresh graduates are welcome.
- Immediate availability is highly preferred.

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.