



Programme Manager/Assistant Programme Manager (Visual Arts)

Job Duties

- Report to Senior Programme Manager
- To be responsible for the planning and implementation of exhibitions and visual arts programmes of Hong Kong Arts Centre.
- To identify and prepare proposals in seeking grants and sponsorship for the major exhibitions and/or projects.
- To coordinate with external business parties including government bodies and other art affiliates.
- To be responsible for administrative and managerial work, project and production management, and work with other departments for marketing and educational plans for the visual arts programmes.
- To develop the network and constructive relationship with local and overseas practitioners through various channels.
- To manage the designated programmes in such a manner that helps to enhance arts appreciation and to strengthen the audience base for Hong Kong Arts Centre.

Job Requirements

- Degree holder in relevant disciplines with at least 5 years (assistant manager) / 7 years (manager) of working experience in arts-related organisations, at least half of which should have been at a senior level.
- With international connection/exposure is preferable.
- Have experience on curatorship or have curated visual art exhibitions.
- Good interpersonal skills, well-organised and able to work independently and with people.
- Must have good leadership skills and good planning and organisation skills.
- Must have a detailed knowledge of the visual arts in Hong Kong and Asia, and the ability to identify arts needs in the community.
- Excellent communication and writing skills in both Chinese (Cantonese and Mandarin) and English.
- Proficient in using MS Word, Excel, PowerPoint.

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.