



## Senior Project Officer (Courses)

### Job Duties

- Perform administrative duties for art-related courses and children's programmes.
- Write engaging course descriptions and assist with curriculum development.
- Handle course inquiries and support teaching staff.
- Organise programmes and events for children and families.
- Manage course scheduling, enrolment, and records using advanced Excel skills.
- Liaise with tutors and follow up on required documents.
- Handle ad hoc projects as assigned by the supervisor.

### Job Requirements

- Tertiary qualifications with 2+ years' experience.
- Experience in art education or community programmes a plus.
- Excellent writing skills for developing course descriptions.
- Organised self-starter with experience coordinating children's events.
- Advanced Excel user able to manage detailed course-related data.
- Proficiency in MS Office suite and Chinese Word Processing.
- Knowledge of visual software and tools a plus.
- Passion for engaging communities through arts and culture.

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](mailto: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.