



Hong Chi Sports & Arts Academy (匡智體藝學院) is wholly owned and operated by Hong Chi Association. We strongly believe that people with intellectual disabilities have unlimited talents. The Academy will provide an array of training programmes to students and trainees as a better chance to develop their potential in sports, musical, drama, puppetry, dance, arts and etc. Through collaborating with renowned performers and inspirational figures around the world to bring hope to everyone and shine brightly onto the stage. For further information about the Association, please visit its website at www.hongchi.org.hk

Project Manager (Arts Development)

(Ref.: PM(ARTS)(HO)/08/12/23/HKAAA)

Responsibilities:

Report to the Service Supervisor (SS) and assist SS to:

- Organize, implement and execute programmes of Hong Chi Sports & Arts Academy
- Plan and execute different marketing and publicity strategies and campaigns
- Facilitate the collaboration and communication with different internal and external parties and keep a harmonious relationship
- Support the project workflows and event operations of a variety of sports, arts and community activities including hiring and application for the use of the venue, fund application, report writing and follow up with existing sponsors etc.
- Perform ad hoc assignments as required

Requirements:

- Associate Degree / Diploma or above in Sport and Recreation Management, Arts and Cultural Management, Marketing, Event Management or related disciplines.
- 3 years working experience in project management in sports, arts and cultural, social entrepreneur, event management and public relations or knowledge in art/sports would be an advantage
- Work irregular hours and able to work on weekends or public holiday
- Excellent command of written and spoken English and Chinese
- Computer knowledge of Microsoft Office, familiar with design software such as Photoshop and Illustrator and video editing would be a plus
- Immediately available is highly preferred

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Human Resources Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to hr_hra1@hongchi.org.hk

****Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis****

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