

Arts Development Director (Job ref: ADD-2407-AAA)

Responsibilities:

- To assist the Chief Executive in the supervision of the disbursement of grants to organisations and individuals through the various Grant Schemes;
- To monitor the Council's commissioned projects, compile periodical reports and issue correspondence pertaining to grant management;
- To work with the various committees and art form groups of the Council;
- To supervise the Arts Development team, including the training and supervision of subordinates;
- To initiate and implement policies and procedures relating to the various Grant Schemes;
- To prepare and maintain programme plans and budgets of income and expenditure for the effective discharge of the work of the Council;
- To act as secretary to the Arts Support Committee, including the preparation of agenda, papers, brief and minutes of meetings, and taking follow-up action;
- To supervise Arts Development projects, if necessary; and
- To undertake other duties assigned by CE.

Requirements:

- University graduate with at least 10 years full time working experience in arts administration or related fields;
- Excellent inter-personal skills with extensive network in the arts community;
- Excellent communication skills in both written and spoken English and Chinese, including Putonghua;
- Previous experience in committee work or public organisations would be an advantage.

Salary offered will be commensurate with qualifications and experience. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** (hrrecruit@hkadc.org.hk) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **28 March 2024**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.

HKADC is an Equal Opportunities Employer