

Arts Development Officer (Job ref: ADO-2410-HKAAA)

Main Duties:

- To process applications for HKADC projects and grants;
- To liaise with various parties for projects and grants administration;
- To provide general administrative and clerical support to the Supervisors, including but not limited to organize meetings, draft reports, papers, minutes, filing, etc.;
- To coordinate and work closely with Council members, strategic partners, applications and grantees;
- To monitor and provide regular updates of the scheme's development.

Requirements:

- University graduates or equivalent with minimum of 2 years full-time working experience preferably in the arts and cultural sector;
- Good communication and writing skills in both English and Chinese;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing);
- Strong analytical skills and ability to handle numerical data;
- Highly-organized, independent and meticulous with details;
- Excellent inter-personal and multi-tasking skills;
- Knowledge and interest in arts scene will be an advantage.

Successful candidate will be offered a 24-month contract. 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 **2 April 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