

## **Business Development and International Programmes Officer**

(Job ref: BDIPO-2417-HKAAA)

### **Main Duties:**

- Assist in the nomination and adjudication exercises for Arts Development Awards;
- Maintain effective communication and good relationship with stakeholders;
- Support organizing programmes and events such as ceremonies, congress and press conferences;
- Communicate with services providers, artists and project partners;
- Assist in execution monitoring, collect regular updates on programmes status;
- Handle public enquiries on programmes details;
- Provide any ad-hoc & administrative support;
- Undertake other duties as assigned by supervisors

### **Requirements:**

- University graduates or equivalent with minimum 3 years working experience, preferably in the Arts and Cultural industry;
- Multi-tasking, good inter-personal skills, self-motivated and well-organised;
- Able to work independently and also with a small team to accomplish the assigned goals;
- Good communication and writing skills in both English and Chinese. Putonghua will be an advantage;
- Proficiency in MS Office-based applications including SharePoint, Teams and Chinese Word Processing.

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](mailto: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 **1 May 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***