

Part Time Officer (Job Ref: PTO-2614-HKAAA)

Main Duties:

- To provide administrative and clerical support for the Tai Po Arts Centre's operation, including data entry and filing, inventory and stock taking etc;
- To perform venue support for the Short Terms Hiring Facilities in the Centre;
- To man the reception counter and handle public enquires; and
- To perform any other duties as directed by supervisors.

Requirements:

- Matriculated or above, current students are welcome;
- Experience in venue support or arts administration would be an advantage;
- Strong sense of responsibility, interpersonal skill and multi-tasking;
- Irregular working hours are required; and
- Required to work on weekends according to the duty roster.

Working Hour: Average 16 hours per week

Contract End Date: 31 December 2026

Salary: This position offers a fixed rate of HK\$70 per hour.

Application Procedures:

Interested applicants are invited to submit an online application via >
<https://www.hkadc.org.hk/en/resources/be-one-of-us/part-time-officer-job-ref-pto-2614-adc>
< no later than **2 September 2026**. We **ONLY** accept & consider applications submitted online. If your profile is deemed suitable, your CV may be shared with other teams for consideration.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data of unsuccessful candidates will be destroyed in 12 months after the closing date. 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.