



Job Title: Assistant Officer - Shaw Auditorium Unit, Office of the President

Job ID: JR100560

Job Posting Details

The Shaw Auditorium (SA) is not only home to HKUST's arts and cultural activities but also an iconic landmark for a wide range of events and activities, providing flexibility and possibilities to create a vibrant landscape of dynamism at the University. The Shaw Auditorium Unit (SAU) is charged with managing the SA as a central venue facility on the university-wide basis, including program development, planning and execution as well as overall venue operation of the SA. It is an ideal platform for capable individuals to develop their careers. More information about the SA is available at <https://shaw-auditorium.hkust.edu.hk>.

The SAU is looking for a self-motivated individual with a positive work attitude to fill the position of Assistant Officer. The appointee will perform main duties as follows:

- Coordinate logistical arrangements for a wide range of programs and events held at the SA, including ceremonies, conferences, seminars, performances, film screenings, exhibitions, and other activities organized by internal and external users.
- Support the development and implementation of marketing and publicity strategies to enhance the SA's brand, promote events, and build audience engagement. Responsibilities include managing and updating the SA's website and social media platforms; maintaining audience databases; and coordinating the design and production of promotional materials such as posters, leaflets, newsletters, digital content, and videos.
- Assist in the planning, coordination, and delivery of programs organized by the SAU, from pre-event preparation through to on-site execution and post-event follow-up.
- Provide onsite operational and front-of-house support for different programs.
- Liaise and collaborate effectively with internal departments, external organizations, vendors, and other stakeholders to ensure the successful delivery of programs and events.
- Assist in the day-to-day venue operations and management of the SA and its facilities
- Handle administrative duties and general inquiries.
- Performing any other tasks as assigned.

Applicants should have a bachelor's degree with excellent command of both written and spoken English and Chinese (fluency in Putonghua is an asset), with at least 1 year of full-time work experience, preferably in event management, marketing, design and production of publicity materials or other related disciplines. They should demonstrate abilities in handling multiple tasks, attentive to details and possess sound knowledge in Microsoft Office applications (including Word, Excel, Powerpoint, Outlook etc). Familiar with software such as Canva, Adobe Illustrator, Premiere Pro, and Photoshop would be an advantage. They should also be a good team player with a proactive work attitude and a strong sense of responsibility and are expected to have a service-oriented mindset. Strong interpersonal and communication skills are essential, alongside a passion in arts and cultural management. Working outside normal office hours is required occasionally. (Duration: 2 years, renewable)

Starting salary will be commensurate with qualifications and experience. Fringe benefits including annual leave, medical and dental benefits will be provided. A gratuity will be payable upon successful completion of contract.

Application Procedure

In support of a green work environment, we accept applications submitted online only. To apply, please complete an online application form through the HKUST Careers website (<https://hkustcareers.ust.hk>) and return it online to the Human Resources Office on or before **Tuesday, 18 August 2026**. Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.

(Information provided by applicants will be used for recruitment and other employment-related purposes. Applicants should read the Personal Information Collection Statement before submission of application.)

HKUST is an equal opportunities employer and is committed to our core values of inclusiveness, diversity, and respect.

Human Resources Office