

Arts Development Senior Officer (Job Ref: ADSO-2540-HKAAA)

Main Duties:

- To plan, implement, monitor and evaluate HKADC's grant schemes and projects;
- To process grant applications and handle pro-active projects;
- To liaise with stakeholders in the arts sectors for grants administration and project coordination;
- To organise meetings, draft reports, papers, minutes, letters and memos; handle filing, enquiries and complaints, etc.;
- To collate and analyse data and statistics related to HKADC's work;
- To provide guidance and assistance to teammates, as well as administrative and secretarial support as directed by the team supervisor.

Requirements:

- University degree with at least 5 years full-time working experience, preferably in the arts and cultural sector;
- Pleasant personality with tactful and professional communication skills. Excellent writing skills in both English and Chinese;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing);
- Strong administrative and analytical skills with aptitude for numerical data;
- Highly organised, self-motivated, and detail-oriented with strong multitasking abilities; independent and meticulous with details;
- Knowledge and interest in arts will be an advantage;
- Candidate with less experience will be considered as Arts Development Officer.

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 **23 September 2025**. 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 of unsuccessful candidates will be destroyed in 16 weeks 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.

HKADC is an Equal Opportunities Employer