

## **Arts Space Officer (Job Ref: ASO-2546-HKAAA)**

### **Main Duties:**

- To support Arts Space Team in the management of arts space projects, including recruitment of tenants, preparation of application guidelines, tender documents, the assessment of applications and related tasks;
- To assist in the daily operation of art spaces projects;
- To assist in preparing proposals, meeting papers and correspondence for arts space projects;
- To assist in budget monitoring for art space projects;
- To assist in the venue operations in arts space projects;
- To assist in website update/maintenance and marketing duties;
- To perform any other duties as assigned by supervisors in the Arts Space Team.

### **Requirements:**

- University graduate in any discipline with experience in property/ venue management, art administration is preferred;
- Minimum 2 years full-time working experience;
- Good command of written and spoken English and Chinese;
- Proficient in MS Office applications and Chinese word processing;
- Good interpersonal skill, multi-tasking and able to work independently and under pressure;
- Require to work according to roster including weekends and public holidays.

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 **17 December 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.