

HIRING – PROGRAMME COORDINATOR/MANAGER

Chao Lee Art Foundation (CLAF) is seeking an efficient, passionate and resourceful programme coordinator/manager to join our international team and maximise our impact as a non-profit art foundation. The role entails executing the cultural and engagement programmes, managing timeline and budgets, and measuring programme effectiveness.

Responsibilities

Execute and deliver the organisation's annual art prize under the guidance of Programme Consultant and Operation Consultant.

Monitor and record the programme's budget, timeline and progress and provide regular reports to the management.

Conduct research on the industry's best practice to inform future programmes.

Set up and manage social media accounts for the organisation to maximise the community outreach, market exposure and audience reach of the organisation and its annual art prize.

Engage, liaise and build relationships with industry leaders and influencers to solicit promotional support from art schools, art NGOs, galleries, artists, curators and collectors.

Assist in regular board meetings and take minutes.

Assist daily administrative, operational, and logistical activities.

Skills and qualifications

A recognised degree in creative arts and culture, communications, and cultural management

A minimum of 5 years experience in relevant fields (cultural, project and programme management; public programme coordination, exhibition production, etc)

Knowledge in contemporary art is a plus

Demonstrated experience in project management, and coordinating activities and events

Ability to generate analytical reports to measure programme impact/KPI for organisational and government reports

Excellent verbal and written communication skills in English and Cantonese, competency Mandarin is a plus

Strong organisational skills and attention to detail

Can-do attitude

Basic bookkeeping and photoshop skills is a plus

If you are interested in this offer, please send us your CV and a cover letter to 'career@claf.hk' on or before October 20, 2023.

Note: Candidates with less experience will be considered as Programme Coordinator.