

Marketing And Programme Officer (Contract) 〈 Ref: GC/19724 〉

Operated by St. James' Settlement, "Quarryside" is a new harbourfront community space project near Hoi Shin Lane in Quarry Bay with the aims to cultivate a creative, healthy and sustainable community through creative means. (<https://quarryside.hk/>)

Requirements:

- Associate Degree / Diploma holder or above in Cultural Management, Social Design, Marketing, Event Management or related disciplines;
- HKDSE 5 subjects level 2 or above (incl. Chi. and Eng.) or equivalent
- At least 3 years of experience in project management in community arts, place making and social innovation;
- Good command of written and spoken English and Chinese;
- High proficiency in PC knowledge and MS Applications. Preferably be familiar with design software such as Photoshop and Illustrator;
- Collaborative, self-motivated, well-organised with cross-disciplinary thinking;
- Immediately available is highly preferred.

Job Duties:

- Assist in the programme development and collaboration with different internal and external parties to deliver a variety of art-driven programmes under theme of creative health, placemaking and sustainability;
- Plan and execute different marketing and publicity strategies and campaigns;
- Be strategic and proactively manage the content on website and ensure the accuracy of the content on website;
- Develop communication materials including website content, press release and EDMs;
- Support the project workflows and event operations of a variety of art and cultural, place-making, and community activities. Shift duties may be required; and
- Undertake other duties as assigned by supervisors.

Interested persons please apply with CV (indicating your expected salary) to ling.hl.ma@sjs.org.hk on or before 20/03/2024.