

## **Programme Officer [ Ref : PO-ifva ]**

### **Major Responsibilities:**

- Assist in the coordination of film and media art projects including ifva awards, ifva festivals, film screenings, media art exhibitions, seminars, master classes, community projects, school programmes, etc;
- Liaise and maintain good relationship with filmmakers, artists, schools, contractors and other internal and external stakeholders;
- Assist in planning and developing short film and creative media programmes;
- Assisting in the planning of production, installation, maintenance and dismantling of ifva exhibitions;
- Assist in preparing proposals and reports;
- Provide art administrative support and handle other ad-hoc tasks assigned by supervisor.

### **Requirements:**

- University degree holders preferably relevant to fine arts, film, media arts, technical arts, cultural studies, comparative literature and communication.
- 3 years of solid working experience. Candidate with less experience but strong knowledge and training in film and media arts can be considered.
- Possess interest and experience in engaging education/outreach activities for local youths, minority groups, family, and general public.
- Strong passion and knowledge in film, animation and/or media arts is a must.
- Detail-minded, and strong ability to work under pressure and multi-task.
- Creative, dynamic, flexible, willing to learn and self-motivated with excellent interpersonal skills.
- Fluency in both written and spoken English and Chinese, native in Cantonese.
- Technical knowledge in film/video production/media arts is highly desirable.
- Immediate available is highly preferred

Interested parties please post your resume and a covering letter (please quote our reference, expected salary and available date and time) to Human Resources Department, Hong Kong Arts Centre, 8/F, 2 Harbour Road, Wanchai, Hong Kong or by email [hr@hkac.org.hk](mailto:hr@hkac.org.hk) or by fax 2519 2009 on or before 3 August 2023.

Only short-listed candidates will be contacted.

We are an equal opportunities employer committed to workforce diversity and fair employment practices. All data collected will be used for recruitment purpose only.