

## **Senior Archivist (Job Ref: SA-2604-HKAAA)**

### **Main Duties:**

- Reporting to the Project Manager, the Senior Archivist will build and manage the Arts Information Centre (AIC) collection, ensuring all records are collected, appraised, catalogued, digitised, and preserved according to international standards;
- Provide professional services to assist visitors and staff in accessing AIC collections. These include, but are not limited to, performing shift duties at the service counter, offering technical and logistical support for general enquiries, and helping users engage with AIC services, equipment, and facilities;
- Provide administrative support by preparing periodic progress reports related to the AIC projects, collection management, environmental conditions, and pest control measures. Identify gaps in the AIC collection and support its ongoing development and enhancement;
- Set rosters for part-time staff and provide training and supervision in entry-level tasks. Ensure the delivery of counter services that create a welcoming, professional user experience;
- Support public engagement initiatives by handling enquiries, assisting in marketing initiatives, and delivering guided tours for internal stakeholders and visitors, etc.; and
- Perform any ad hoc duties as assigned by supervisor(s).

### **Requirements:**

- University degree, preferably in archives or records management, library or information science, with a minimum of 4 years of work experience. Experience in a public body, university, museum, or arts and cultural institution is advantageous;
- A five-day work week with mandatory shift duties on weekends;
- Familiarity with database systems and data standards for cataloging and managing archives;
- Strong attention to detail, a sense of responsibility, analytical skills, and the ability to self-motivate, multitask, and effectively organise in a dynamic, fast-paced environment;
- IT proficiency in website management, cataloguing systems, basic graphic/video editing (e.g., Canva), word processing in both Chinese and English, Microsoft Office applications; and
- Proficiency in written and spoken English and Chinese.

### **Remuneration Package:**

A highly competitive salary commensurate with qualifications and experience will be offered. This position is remunerated at the entry point of Master Pay Scale Point 14, equivalent to HK\$33,405 per month.

### **To Apply:**

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 **23 February 2026**. 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 12 months 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.