

## **Senior Project Officer (Job Ref: SPO-2605-HKAAA)**

The Senior Project Officer will support the implementation of the Hong Kong Performing Arts Expo 2026 (HKPAX), a flagship international arts expo organized by the Hong Kong Arts Development Council ([www.hkpax.org.hk](http://www.hkpax.org.hk)). This position involves coordinating VIP guests and operation and logistic across multiple events during HKPAX. This role will have the valuable exposure to international arts event and the opportunity to engage and exchange with distinguished professionals and arts practitioners from around the world.

### **Main Duties:**

- Support the manager to act as the point of contact for invited guests, issue invitation letters, handle the correspondence and maintain accurate records of responses;
- Organize the guests' logistics, including the hotel bookings, visas, reimbursements and scheduling their appearances across different events;
- Coordinate and execute the operation, logistic arrangement and production of various events during HKPAX;
- Work and liaise with the event venue, service vendors, exhibitors and internal team to produce and set up different events during HKPAX;
- Perform any ad-hoc and administrative support

\*This position is part of the Internship Scheme under Training of Arts Administrators Programme, which aims to nurture arts talent for Hong Kong.

### **Requirements:**

- A university degree with at least 4 years or above working experience, experience in event coordination and/or guest hospitality is preferred;
- Good communication and writing skills in both English and Chinese including Putonghua;
- Proficiency in PC operations (MS based applications, particularly MS Excel and Chinese Word Processing);
- Self-motivated, well-organized, good inter-personal & problem-solving skills;
- Adaptive and can work within a small team and under pressure;
- Irregular working hour during the event period will be required; and
- Knowledge and interest in the arts would be an advantage.

### **Remuneration Package:**

Successful candidate will be appointed on a 1-year fixed-term contract. Renewal of contract will be subject to the operational needs and the performance of the candidate. 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 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 **25 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.