

Senior Project Officer – Arts Administration & Production

Organization: Hong Kong Photographic Culture Association Limited (HKPCA)

Duration: Full-time

Location: Koon Man Space (Chuen Lung) & HKIPF Office

We are seeking a seasoned and strategic **Senior Project Officer** to oversee the end-to-end execution of our flagship programs and international exhibitions. This role is ideal for a proactive professional who can seamlessly bridge creative vision with operational precision, leading a team to deliver high-stakes cultural projects.

Key Responsibilities

- **Project Management:** Lead the planning, execution, and monitoring of the HKIPF & KMS programs, includes exhibitions, associated workshops, public programs,
- **Exhibition Strategy:** Oversee the logistics, curatorial liaison, and delegation management for projects
- **Financial Oversight:** Manage comprehensive project budgets, ensure compliance with different grant requirements, and oversee financial acquittal processes.
- **Stakeholder Relations:** Manage relationships with key partners, including institutional venue managers, participating artists, photographers, and technical vendors.
- **Operational Supervision:** Supervise project staff and interns to ensure adherence to timelines and safety protocols.

Requirements

- Bachelor's degree in Arts Management, Cultural Studies, Marketing, Creative Media, Communication Studies or any related field.
- **Minimum 3-5 years** of professional experience in arts administration or project management, with a proven track record of executing exhibitions, public program.
- Proven experience in handling grant applications and project execution is a distinct advantage.
- Strong leadership skills with experience in team management and financial budgeting.
- Excellent command of Cantonese, English, and Mandarin.
- Proficiency in MS Office and specialized project management tools.
- Passion for photography and community-based art initiatives.
- Willingness to travel for international project execution.