

Project Officer (Ref: 2500963)
Department of Cultural and Creative Arts

The Department of Cultural and Creative Arts is seeking a highly motivated and well-organized Project Officer to provide professional support for the Visual Arts Master's Programme and the Department's academic and outreach initiatives. This role involves overseeing programme administration, coordinating events and activities, and supporting departmental operations. The appointment is for an initial period of 2 years, renewable subject to performance and mutual agreement.

Key Responsibilities:

- Manage the administrative and operational functions of the Master's Programme in Visual Arts and support departmental activities.
- Serve as the first point of contact for programme-related inquiries and ensure smooth day-to-day administration.
- Coordinate the design, production, and dissemination of programme deliverables, including brochures, exhibitions, presentations, and other promotional content.
- Manage programme communications and promotions across social media, newsletters, and outreach platforms.
- Plan, organize, and deliver programme-related academic, art and cultural, and promotional events such as workshops, talks, lectures, and exhibitions including budgeting, logistics, and participant engagement.
- Manage the departmental overseas immersion programme in collaboration with the tour leader, covering planning, budgeting, recruitment, promotion and reporting.
- Coordinate scholarships, awards, student reimbursements, and other student-related matters.

Applicants should have a Bachelor's degree, preferably with a Master's degree in visual arts-related, digital technology practice, or cultural management disciplines, and have several years of solid working experience at the executive level, preferably gained in the tertiary education sector. Strong organizational and multi-tasking skills are essential. Self-motivated, detail-oriented, and capable of working independently and under pressure.

Proficient in English and Chinese (Cantonese and Putonghua). Preference for candidates with extensive outreach experience, passionate about art and culture and proficiency in design and video editing software (e.g., Adobe Photoshop, Illustrator, After Effects, and Premiere).

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsoff/index.php?glang=en) and upload a full CV on or before **2 October 2025**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsoff/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction

Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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