

Project Officer (Ref: 2600056)
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 Department's music and outreach initiatives. This role involves coordinating events and activities, and supporting departmental operations. The appointment is for an initial period of around 11 months, renewable subject to performance and mutual agreement.

Key Responsibilities:

- Manage and support departmental activities
- Serve as the first point of contact for 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 event communications and promotions across social media, newsletters, and outreach platforms
- Plan, organize, and deliver related academic, music, and promotional events such as workshops, talks, lectures, and exhibitions including budgeting, logistics, and participant engagement.

Applicants should have a Bachelor's degree, preferably music-related, visual arts-related, 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 music, art and culture and proficiency in design and video editing software (e.g., Adobe Photoshop, Illustrator, After Effects, and Premiere).

For further enquiries about the post, please contact Dr Leung Chi Hin at chihin@eduhk.hk.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **4 February 2026**. 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/jobsopp/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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