

**聘請  
項目主任**

(See below for English version)

香港美術教育協會（HKSEA）成立於 1992 年，為註冊非牟利慈善團體。本著美術為全人教育不可或缺一環的信念，本會一直致力籌辦不同類型的活動及出版相關刊物來提高香港視覺藝術教育的素質，當中尤重視中小幼視藝科教師的專業培訓和教學支援，以造就美學素養及創造力兼備的新一代；本會曾因此三度獲頒香港藝術發展局「藝術教育獎」。

**職責**

1. 統籌視覺藝術教育項目（策劃、聯絡、執行、宣傳、出版等）；
2. 支援會內所有主辦及協辦活動；
3. 撰寫計劃書、報告和項目紀錄

**要求**

1. 大專或以上程度（主修藝術相關科目或有相關工作經驗者優先考慮）；
2. 歡迎應屆畢業生；
3. 良好中英文寫作能力；
4. 良好溝通及應變能力；
5. 具責任心，能獨立處事；
6. 具視藝觸覺（懂設計及影片製作應用程式如 Adobe Creative Cloud 優先考慮）

**工作時間：**星期一至五，早上十時至下午六時（因應活動情況，或需於週末及假期工作，超時工作以實際時數計算獲補回假期）

**福利：**每年享有 12 天年假，及免費享有本會會籍

**申請方法：**請把求職信、履歷（請列明現職薪酬、預期薪酬待遇及最早就職日期）電郵至 [info@hksea.org.hk](mailto:info@hksea.org.hk)。（申請人所提供的資料將予保密及只作招聘有關職位用途）



Hong Kong Society For Education In Art  
香港美術教育協會

## About HKSEA

The Hong Kong Society for Education in Art (HKSEA) is a registered charitable non-profit organisation founded in 1992. We aim to increase public awareness of the importance of visual arts education and to cultivate the creativity and artistic sensibility of the younger generation by improving the quality of visual arts education. We have been publishing art education journals and organising various kinds of art-related activities, such as workshops, forums and excursions, throughout the years.

We are seeking a passionate candidate to fill the following position:

## Project Officer

### Duties

1. Co-ordinate assigned projects of Visual Arts Education;
2. Provide assistance to any activities organised and/or supported by HKSEA;
3. Draft proposals, compile reports and maintain comprehensive project documentation

### The right candidate should have/be

1. Tertiary or above (preferably majoring in art-related subjects or with relevant working experience);
2. Fresh graduates are also welcome;
3. Good command of both written English and Chinese;
4. Good communication skills and a high level of adaptability;
5. Responsible and self-motivated to fulfil duties;
6. Good visual sense and IT skills (knowledge of design software such as Adobe Creative Cloud is an advantage)

### Working Hours

- Monday to Friday 10:00 am – 6:00 pm (may be required to work during weekends and holidays, overtime hours will be compensated with time off)

### Employee Benefit

- Twelve days of annual leave, free membership

### How to apply?

Interested individuals, please send your cover letter and CV (with current and expected salaries and your earliest availability) to [info@hksea.org.hk](mailto:info@hksea.org.hk). (All information collected for recruitment purposes only)

**T** (852) 2234-6096  
**F** (852) 2234-6092  
**E** [info@hksea.org.hk](mailto:info@hksea.org.hk)

**A** Room L3-05D, Jockey Club Creative Arts Centre,  
30 Pak Tin Street, Shek Kip Mei, Kowloon, Hong Kong  
九龍石硤尾白田街30號賽馬會創意藝術中心L3-05D室