



## **About HKSEA**

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

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

### **Project Officer**

#### **Responsibilities:**

1. Liaise with artists, teachers, tutors, students, and other parties to organize and implement the society's visual arts education and related projects.
2. Support activities organized or supported by the society.
3. Design promotional materials and undertake publicity initiatives.
4. Draft letters and proposals, write minutes of meetings, and provide administrative support across all aspects of the society.
5. Undertake any other duties as assigned.

#### **The ideal candidate should have:**

1. A recognized university degree, tertiary level, or equivalent, with at least two years of full-time work experience, preferably in the arts and cultural sector.
2. Passion for and knowledge of visual arts.
3. Proactive, well-organized, detail-oriented, with excellent interpersonal and multitasking skills.
4. Good communication and writing skills in both English and Chinese; proficiency in Putonghua is advantageous.
5. Proficiency in PC applications (MS Word, Excel, and PowerPoint), Chinese and English typing, and basic design and typography skills.
6. Flexibility to work irregular hours, including evenings, weekends, and public holidays.

#### **How to apply?**

Interested individuals, please submit your application including a detailed CV, your current and expected salaries, and your earliest availability to [info@hksea.org.hk](mailto:info@hksea.org.hk). (All information collected is for recruitment purposes only.)