



Launched in 2010, the Hong Kong International Photo Festival focuses on a different theme in each edition, discussing manifold issues and perspectives through noteworthy photographers and movements. Through a wide range of public programmes, the Festival bridges Hong Kong and international visual practitioners, creating conversations between people and place, past and present, and across borders.

Satellite Exhibitions was held across a range of public venues in 2018 and 2020, experimenting on new ways of connecting visual practitioners with various communities across Hong Kong with each edition.

Stepping into a new decade, we successfully obtained a short-term lease of the former Koon Man School at Chuen Lung Village, Tai Mo Shan and a subsidy for its refurbishment, and look forward to opening this communal space, tentatively titled as Koon Man Space, in the first quarter of 2022 for learning, exchanges, and experiments.

We are now seeking the following positions to join our small yet dynamic team:

Operations Manager

We are looking for a candidate who is able to work on a wide range of functions that support the smooth running of the organisation, as well as support and assist the Board of Directors, the Festival Director, and the team members, i.e., be the backbone of the company.

The tasks include office and arts programme administration, office management, compliance, finance, procurement and contract management, human resources, insurance, and IT & communications.

You should be highly organised and meticulous, have excellent administrative skills, communication skills and time management, and be able to devise effective strategies to deal with various administrative and operational tasks.

This is a busy role in a busy organisation; you should be flexible and able to reprioritise tasks constantly.

Project Manager (Koon Man Space)

We are currently carrying out works to convert the Former Koon Man School to what we envision to become a communal centre for photography. We are looking for a candidate who is interested in taking charge of this exciting initiative, which means work from community engagement, fund seeking, programme development, to site renovation management. All this is taking place and needs to be followed through.

- Tailor programme and budget plans to actualise the space's missions and values and suit the space's contexts; research and devise suitable financing models and secure fundings to support its establishment, staffing, programming and daily operations;
- Supervise and monitor all the site renovation works, including liaison with various government bureaux and departments, architectural consultants, contractors, village representatives, and relevant stakeholders;



- Form and manage the working team of the space;
- Coordinate with all parties, including but not limited to, government agencies, funders, designers, surveyors, art practitioners, village representatives, and relevant community stakeholders, ensuring smooth running of the space's different projects; and
- Make timely reviews and approvals.

You should be passionate about public engagement through arts with the desire to drive positive change in the community.

You should possess superior project management skills, including budget administration, time management, coordination, and communication.

Minimum Qualifications

- Graduated from an accredited college or university with a degree or equivalent;
- Arts / design / cultural management background preferred;
- 3-5 years relevant experience in a professional environment;
- Passionate about arts, culture, photography, and community engagement;
- Proactive, organised, detailed-minded, and able to work independently;
- Friendly, helpful, flexible, an effective team player with strong communication skills;
- Excellent command of spoken and written English and Chinese (including Cantonese and Mandarin);
- Immediate availability preferred.

If you are interested, please send your application with a cover letter and CV to hr@hkipf.org.hk to the attention of Mr. Cheuk, on or before 3 May 2021, stating the position you are applying on the email subject. All collected data will be used for recruitment purposes only and kept in strict confidence for 6 months.

HKIPF is an equal opportunity employer. All employment is decided on the basis of qualifications, merit, and organisation need. If you are a member of any under-represented communities, you are encouraged to self-identify, on either your cover letter or CV.