

Hong Kong International Photo Festival 香港國際攝影節

Programme Manager

The Hong Kong International Photo Festival (HKIPF) is seeking a Programme Manager to carry on our mission of nurturing and supporting emerging image makers in Hong Kong and neighbouring regions. They will head Satellite Exhibitions and play a large role in the Festival's other learning and public programmes.

Satellite Exhibitions was conceived in 2018 with a focus on creating photographic encounters in everyday spaces, while nurturing young talents. In 2022, we attempted to transform the project into an international creative exchange and learning platform, through which Hong Kong image makers can exchange insights and perspectives with their overseas counterparts ([details](#)).

With the participation of organisations including PHOTO Australia, Objectifs from Singapore, PhotoBangkok from Thailand, Matca from Vietnam, Angkor Photo Festival & Workshops from Cambodia, and Lightbox Photo Library from Taiwan, the Satellite Exhibitions 2023 will showcase 13 young image makers from Hong Kong and across the Asia Pacific region as 12 solos taking place in various spaces across the city from mid October to late November.

Currently, Satellite Exhibitions 2023 is in the phase of exhibition plan development. The Programme Manager will work with the venues partners and a team of advisors and facilitators to walk the image makers through the processes of realising their exhibition concepts and artwork and exhibition production, to form a core component of the HKIPF 2023.

The Programme Manager is also responsible for the development of Satellite Exhibitions as a key educational arm of the Festival, especially in terms of strengthening the artistry cultivation platform and building the international creative support and partnership network. One of the important next steps would be bringing about exhibition touring and exchange opportunities in the participating organisations' home countries.

Main Duties

Working with the Artistic Director and Festival Director, the Programme Manager will be expected to devise and produce all aspects of Satellite Exhibitions, including but not limited to:

- Facilitating creative progress by anticipating and managing artistic needs and ensuring that technical requirements in exhibition and event production are met;
- Project administration, including budget and timeline management, funding and sponsorship proposals preparation, agreement drafting, securing necessary insurances and safety measures, programme publicity material preparation and distribution coordination;
- Facilitating project development, including fostering relationships with venue partners, sponsors, funders, collaborators and participants; and liaising with the gallery patrons, curators, supporters, media, and audience;
- Gathering feedback and input from participants, facilitators and partners for programme enhancement;
- Initiating and managing public programmes such as guided visits, workshops, photo walks, audio guides, etc;
- Creating and monitoring marketing campaigns with the team / vendors;
- Handling media requests and preparing related personnels for interviews; and
- Managing and training interns and helpers.

The Programme Manager will also provide support to other aspects of the Festival where necessary.

Requirements

- Interests and knowledge in contemporary photography, and seeking to achieve long-term and sustainable outcomes, processes, relationships, or discourses;
- Graduated from an accredited college or university with a degree or equivalent;
- Around 5 years relevant experience in a professional environment; art education or exhibition planning experience is a plus;
- Excellent command of spoken and written English and Chinese (Cantonese is a must);
- Great communication skills;
- Proficient in Mac OS, Google Work Space, Excel and Zoom (Adobe Suite is a plus);
- Attention to details and dedication to improving the experiences we provide participants;
- Strong in decision making; and
- Highly organised with ability to work independently and collaboratively under a fast-paced environment.

To Apply

For interested parties, please send your application letter with your CV and portfolio including expected salary to hr@hkipf.org.hk to the attention of Ms. Lo, on or before **12nn, 17 March 2023**.

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.

All collected data will be used for recruitment purposes only and kept in strict confidence for 6 months.

For all enquiries or further information please contact hr@hkipf.org.hk or 2777 0955.

Personal Information Collection Statement

HKPCA respect personal data and are committed to implementing and complying with the data protection principles and the relevant provisions of the Personal Data (Privacy) Ordinance.

Purpose of Collection	All information provided in this application will be used by the Association for Processing and evaluation the submission; Providing communications regarding the submission through email or call; Comply with any statutory requirements or laws that bind the Association; and General administration.
Consequence of Not Providing Information	Failure to supply sufficient and accurate information will prevent HKPCA from evaluation and processing, as such may render the submission invalid.
Right of Access	You have the right of access to and correction of your own personal data kept and used by HKPCA in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). For access or correction requests, please contact HKPCA at info@hkipf.org.hk .

About HKIPF

Hong Kong International Photo Festival (HKIPF) was launched in 2010. In each edition, the Festival focuses on a different theme, introducing local and overseas photographers to discuss manifold issues and perspectives. Through a wide range of public programmes, the Festival promotes creative practices as means to deepen our understanding of the environment we live in and the people we live with.