

Project and Administrative Assistant (HKPCA)

Launched in 2010, Hong Kong International Photo Festival (HKIPF) focuses on a different theme in each edition, discussing manifold issues and perspectives through noteworthy photographers and movements. In May 2024, the HKIPF launched Koon Man Space in Chuen Lung, New Territories to continue that conversation year-round through community, educational, and experimental programmes dedicated to photography.

Both HKIPF and Koon Man Space are overseen by the Hong Kong Photographic Culture Association (HKPCA), an association of 40+ Hong Kong photographers passionate about promoting photography. This role will provide crucial support to the day-to-day operations of the HKPCA, offering candidates the opportunity to learn organisational and people management skills while gaining familiarity with photographers active in Hong Kong today.

MAIN DUTIES

In this capacity, you will work closely with the Festival Director to:

1. Assist with the organisation, implementation, and on-site duties of the association's activities, with a special focus on member-led workshops and events;
2. Provide clerical assistance to the association's daily operations, including but not limited to managing meeting minutes; securing licenses, permits, and equipment; filing contracts; and making logistics and hospitality arrangements;
3. Assist in handling financial matters, including organising documents, archiving financial records, managing small payments, preparing donation receipts, and contributing to grant applications;
4. Proactively contribute to general brand communications and identity, including drafting bimonthly newsletter, distributing press releases, processing general enquiries, providing social media support, and contributing to the development of internal policies and guidelines;
5. On-site duty rostering during the annual HKIPF and at various Koon Man Space events;
6. Assist in other ad hoc duties as required.

REQUIREMENTS

- Hong Kong permanent resident aged 18 or above;
- Graduates of a local or overseas tertiary institute, obtained within the last 3 school years;
- Exceptional organisational and communication skills;
- Professional competency in Cantonese and English; Mandarin is a plus;
- Familiarity with macOS and Google applications;
- Proactive, self-motivated, organised, detail-minded, and able to work independently; and
- Friendly, helpful, an effective team player with strong communication skills;
- Immediate availability is preferred.

Hong Kong International Photo Festival 香港國際攝影節

TO APPLY

The position is part of the Arts Talents Internship Matching Programme, supported by the Hong Kong Arts Development Council. Interested applicants must apply through the HKADC application form, which can be downloaded from HKADC website from 3 July 2024 onwards:

(<https://www.hkadc.org.hk/en/whats-on/call-for-application/202425-arts-talents-internship-matching-programme>)

Completed application form together with all supporting documents must be submitted to HKADC via email to intern@hkadc.org.hk. Vacancies of the Schemes will be updated on HKADC website regularly. Please check the HKADC website for the latest updates.

This position is on an 18-month, fixed term contract, renewable subject to the candidate's performance during the employment period and the financial standing of the institution. The job posting will remain open until filled. For enquiries about this specific vacancy, please contact hr@hkipf.org.hk.

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 .