

Lead Project Coordinator (Koon Man Space)

THE SPACE

Koon Man Space is a new initiative of the Hong Kong International Photo Festival (HKIPF), launched in May 2024. Located in a renovated school house among the hills and streams of Chuen Lung Village, the Space serves as a year-round photography resource centre and hub for research, experimentation, and storytelling through images.

Many of the Space's events and activities occur at the intersection of photography, ecology, and community. Past projects include collaborative exhibitions, a sustainable photography residency, seasonal food tastings, ecological surveys, photo salons, a photobook curation programme, an arts and local crafts market, and village and farm tours. Major future projects include a two-year research residency, an ecological photography masterclass, local and international exhibitions, and a series of smaller recurring events and talks.

Koon Man Space is open on Thursdays by appointment and on Fridays to Sundays from 11:00-18:00.

THE ROLE

The HKIPF is seeking an experienced cultural manager to lead the coordination of Koon Man Space's activities. The successful candidate will oversee a small team, manage the Space's daily operations, ensure the successful delivery of the Space's major projects, and contribute to the curatorial vision of our activities.

This is a unique opportunity to contribute actively to shaping the identity and culture of a brand-new arts initiative. The HKIPF offers a generous leave package, hybrid work options, a five-day work-week, a clear and effective performance management policy, and opportunities for professional development. The initial contract period will run until March 2026. Onsite work is split between the HKIPF's JCCAC office and Koon Man Space.

MAIN DUTIES

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

1. Oversee the Space's day-to-day operations, including supervising interns, collaborating coordinators, and part-time staff;
2. Manage coordination and administration of major two-year research project and auxiliary events, talks, publications, and exhibitions hosted at the Space, including but not limited to budget control, timeline management, logistics, promotion, execution, and reporting;

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3. Build awareness of and audience for the Space's activities, through branding, marketing, networking, and effective event planning;
4. Contribute to the curatorial direction and visual identity of Koon Man Space projects, in collaboration with the Festival Director and relevant subcommittee members;
5. Contribute actively to financial planning and reporting to support the long-term development of the Space;
6. Maintain organised record-keeping for contracts, planning documents, publications, and event documentation;
7. Provide occasional duty support to other HKIPF activities and limited ad hoc tasks as required.

REQUIREMENTS

- At least 5 years' experience in cultural, venue, or operations management;
- A strong eye for aesthetics, visual storytelling, and visitor experience;
- A solid understanding of social media and web communications;
- Familiarity with macOS, Adobe Creative Suite, and Google applications;
- Fluency in Cantonese and excellent command of written and spoken English. Proficiency in Mandarin a plus;
- Passion for photography, art, ecology, and/or community-building;
- Proactive, self-motivated, organised, and able to work independently;
- Friendly, helpful, and effective team player with strong communication skills; and
- Available to start in November/December 2024.

TO APPLY

To apply, send your CV and cover letter to hr@hkipf.org.hk. Shortlisted candidates will be contacted for interview.

This position is on a 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.

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.

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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 .