

Senior Project Officer – Arts Administration & Production

Organization: Hong Kong Photographic Culture Association Limited (HKPCA)

Duration: Full-time

Location: Koon Man Space (Chuen Lung) & HKIPF Office

We are seeking a seasoned and strategic **Senior Project Officer** to oversee the end-to-end execution of our flagship programs and international exhibitions. This role is ideal for a proactive professional who can seamlessly bridge creative vision with operational precision, leading a team to deliver high-stakes cultural projects.

Key Responsibilities

- **Project Management:** Lead the planning, execution, and monitoring of the HKIPF & KMS programs, includes exhibitions, associated workshops, public programs,
- **Exhibition Strategy:** Oversee the logistics, curatorial liaison, and delegation management for projects
- **Financial Oversight:** Manage comprehensive project budgets, ensure compliance with different grant requirements, and oversee financial acquittal processes.
- **Stakeholder Relations:** Manage relationships with key partners, including institutional venue managers, participating artists, photographers, and technical vendors.
- **Operational Supervision:** Supervise project staff and interns to ensure adherence to timelines and safety protocols.

Requirements

- Bachelor's degree in Arts Management, Cultural Studies, Marketing, Creative Media, Communication Studies or any related field.
- **Minimum 3-5 years** of professional experience in arts administration or project management, with a proven track record of executing exhibitions, public programs.
- Proven experience in handling grant applications and project execution is a distinct advantage.
- Strong leadership skills with experience in team management and financial budgeting.
- Excellent command of Cantonese, English, and Mandarin.
- Proficiency in MS Office and specialized project management tools.
- Passion for photography and community-based art initiatives.
- Willingness to travel for international project execution.

How to Apply

Please submit your resume and a cover letter detailing your qualifications and interest in the position to hr@hkipf.org.hk. Applications will be reviewed on a rolling basis, and only shortlisted candidates will be contacted. Data collected will only be used for job application processing. Your data may be accessed by our appointed recruitment consultants who have agreed to keep the confidentiality of all personal data in not less than the standards applicable to us. Applicants not being invited for an interview within 4 weeks from the submission date may assume their applications are unsuccessful.