



Job Vacancy: Junior Arts Administration/Production Officer (Intern)

Full-time (12-Month Contract)

- Organization: Hong Kong Photographic Culture Association Limited (HKPCA)
- Location: Kwai Ting Road, Kwai Chung (Main Office) & Koon Man Space (Chuen Lung Village, Tsuen Wan)
- Employment Period: August 2026 – July 2027

The Role

Funded by the Hong Kong Arts Development Council (HKADC) under the Junior Arts Administration/Production Internship Programme 2026, this position provides a structured, entry-level professional pathway for aspiring arts administrators to gain comprehensive, hands-on experience. You will work closely under the mentorship of our Administration & Project Manager to master institutional standards, gallery operations, and exhibition coordination. **The successful candidate will have an exclusive opportunity to take part in the end-to-end execution of HKIPF Flagship Exhibition in March 2027.**

Key Responsibilities

- Exhibition Production & Logistics: Assist in the end-to-end preparation, vendor coordination, installation, and on-site execution of our major projects, including the KMS programs & HKIPF Flagship Exhibition.
- Gallery & Venue Operations: Serve at Koon Man Space (KMS), managing daily visitor services, providing front-of-house support, and handling daily operation & routine venue maintenance.
- Digital Communication: Manage social media platforms, draft bilingual content (English and Chinese), and update promotional materials adhering to the organization's visual identity.
- Artist & Stakeholder Liaison: Assist in collecting artwork details, drafting artist biographies, and following up on agreements and logistics.
- Administration & Compliance: Support daily office operations (filing, database management) and assist in organizing vendor invoices and receipts to ensure data is organized and correct.
- Evaluation & Archiving: Help compile visitor feedback surveys and attendance data
- Documentation: photographic and video records for the digital archive, marketing purposes and funding submission

Requirements

- Hong Kong permanent resident aged 18 or above.
- Education: Recent graduate with a degree or diploma in Arts Administration, Fine Arts (Photography/Visual Arts), Cultural Studies, Marketing, or a related discipline.
- Language Skills: Strong bilingual proficiency in written and spoken Chinese and English.
- Technical Skills: Competency in social media platforms, design software, google applications and administrative software (MS Office).
- Attributes: Detail-oriented, organized, self-initiated and highly adaptable to working across multi-site environments. A strong passion for photography and community-centric art ecosystems is highly preferred.

How to Apply

Please email your CV and a brief cover letter outlining your suitability and interest to info@hkipf.org. Please specify "Application: Junior Arts Administration/Production Officer (Intern) 2026" in the email subject line.

(Data collected will be used for recruitment purposes only. Suitable shortlisted candidates will be invited for a panel interview and a short practical copywriting assignment in mid-July.)