

Project Officer (Half-time) (Ref: 2500256)
Department of Cultural and Creative Arts

Project Title: Bridging Cultures: Integrative Approaches to OBOR Music and Culture: Youth Engagement and Innovation
[Appointment Period: 9 months]

We are seeking a highly motivated individual for the position of a half-time project officer for the International One Belt One Road (OBOR) Arts and Culture Conference in September 2025. The successful candidate will be responsible for contacting local (Hong Kong), mainland, and international scholars, musicians, and artists for participating in the conference. Key responsibilities of the candidate include providing comprehensive administrative support, such as transportation, accommodation, venue arrangements, and catering for the events. Additionally, the candidate will assist in publicity efforts, which involve designing promotional materials and managing social media campaigns. Other duties will include handling routine administrative tasks related to the program and performing additional tasks as assigned by the supervisor. The candidate will also help prepare evaluation reports to ensure the conference meets its objectives and achieves success.

Applicants should have a recognized degree with several years of post-qualification working experience and demonstrate proficiency in both written and spoken Chinese (Cantonese and Mandarin) and English. Strong interpersonal and communication skills are essential. Additionally, candidates should have a high level of literacy in computer applications, particularly advanced knowledge of MS Word and Excel. The ability to thrive under pressure in a fast-paced environment is crucial, as is being self-motivated and capable of working independently while also being an effective team member. Experience in organizing conferences or academic events will be considered an advantage.

For information on the Department of Cultural and Creative Arts, please visit <https://www.eduhk.hk/cca/zh-hant/>.

Salary will be commensurate with qualifications and experience.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **11 April 2025**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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