

**Project Officer (Ref: 2500908)****Research Centre for Creative Arts and Public Value**

The Research Centre for Creative Arts and Public Value (RCCAPV) aims to become an internationally recognised university-level centre at EdUHK. Focusing on the creative arts, the RCCAPV will develop and support innovative (practice-based, policy-oriented) research that describes, analyses, explains, defends, and strengthens the arts' contributions to society, across the full spectrum of value. That spectrum includes cultural value, social value, ethical value, spiritual and religious value, but also the value of health and well-being, of inclusion, diversity, voice, and recognition. These are all types of value that have a clear public dimension, due to their role in creating the conditions for cohesive, well-integrated, sustainable societies where human beings are able to flourish and prosper, in harmony with other species and the natural world of which they themselves are a part.

The RCCAPV is a response to: the HKSAR government's vision, powerfully expressed in the ambitious development of the West Kowloon Cultural District, for a society in which art, broadly construed, enriches the lives of Hong Kongers; the HKSAR government's support for initiatives that will enhance East-West Cultural Exchange; "Art Tech" as a strategic area for Hong Kong's development; and the government of Mainland China's strategic emphasis on inclusion, as evidenced in such projects as the Guangming Cinema Audio-descriptive Movie Making and Promotion Project, which makes reference to the call for the "protection and development of disabled people" in the 14th Five-Year Plan.

The RCCAPV seeks a Project Officer to assist with the following tasks:

- Providing administrative support to the RCCAPV's core project teams.
- Managing and maintaining databases, records, budgeting and archives for the RCCAPV and its projects.
- Overseeing the design, development, and maintenance of the research centre's website, ensuring it aligns with institutional branding and communication goals.
- Designing surveys and evaluation questionnaires for relevant participants.
- Assisting with data collection and analysis.
- Managing relationships and coordination with internal and external stakeholders, including collaborators, funding bodies, and other institutions.
- Organising and executing workshops, conferences, and other events, including logistics, budgeting, and outreach to participants.
- Providing secretarial support for project and research centre meetings, including preparing agendas, taking notes, and drafting reports.
- Assisting with the development of bids for external funding, as specified in the RCCAPV's deliverables.
- Assisting in the preparation of project deliverables, such as the Final Brochure, annual reports, and research briefs.
- Assisting with the dissemination of research outputs, such as coordinating publications, preparing presentation materials, and managing social media or newsletters for the project and the centre.
- Undertaking research tasks on an as-needed basis.
- Undertaking any other duties assigned by the Centre's Co-directors and/or their delegate(s).
- Assisting the Centre's Co-directors with strategic planning for the research centre, including long-term project development and partnerships.

Applicants should have a Bachelor's degree and have several years of solid working experience at the executive level, preferably gained in the tertiary education sector. They should have strong interpersonal, writing, and administrative skills, with proficiency in both English and Chinese (Cantonese and Putonghua). They should demonstrate strong leadership abilities, attention to detail, self-motivation, and the capacity to work independently as well as collaboratively as a good team member. The ability to work under pressure and tight timeline is essential. Applicants with expertise in the creative arts will be prioritised.

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Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **27 August 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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