

Assistant Project Manager (Ref: 2500967)
Department of Cultural and Creative Arts

The appointee will assist the Principal Investigator in overseeing various special projects. He/She will be responsible for overseeing the execution, management and administrative functions of the initiatives, ensuring the smooth operation of various strategic initiatives and projects, functions and events. He/She will liaise with key internal and external stakeholders. He/She will be responsible for the curation and operation of Art Exhibition and promotional planning in the projects. The appointee will perform other duties as assigned by the Principal Investigator. Working off-campus may be required.

Applicants should have a recognized University degree, preferably a master's degree in Art, Design or related discipline, with at least 7 years of post-qualification work experience. Managerial experience in Art or Exhibition is an advantage. The applicants should demonstrate leadership and coordination skills to design and manage projects in team settings, experience in staff supervision, conflict resolution. High proficiency in written and spoken English and Chinese (including Cantonese and Putonghua), attentive to details, highly self-motivated and have strong communication and organisation skills are required.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

The University only accepts and considers applications submitted online for the posts. Applicants should complete the [online application form](#) and upload a full CV on or before **26 September 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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