



Job Vacancy at art-at-all

art-at-all is a non-profit art organization at JCCAC. The organization strives to develop art-at-all levels by organizing art exhibitions, performance, forums, seminars and education programs. By injecting art-at-all concept to various spaces such as galleries, factories, schools and public spaces, the organization also promotes art-at-all forms and create platforms for emerging local creators of visual, mixed-media and interactive forms.

art-at-all is looking for a **full-time/part-time project manager/coordinator**, a partner for the organization development, as well as development for local art and culture. Details are as follows:

Full-time/Part-time Project Manager/Coordinator (Art)

- Manage and maintain the daily operations and administrative works.
- Plan, organise and present exhibitions and education programs.
- Liaise with different parties.
- Work and develop relationships with schools, art teachers and artists.
- Take responsibility for public relations, promote exhibitions, artists, art works and education programs through possible channels.
- Keep up to date with Art field developments.

Requirements

- Bachelor Degree/Diploma in Fine Art, Design, Communication or related.
- Strong interpersonal and communication skills.
- Familiar with webpage design, mac os and Adobe graphic programs
- Strong event-planning and organizational skills.
- A keen eye for details and passion for arts.
- Responsible and self-motivated.
- Excellent verbal and written English and Chinese; some Mandarin.
- Good in computer knowledge

If you are interested in the job, please send your resume with expected salary and availability to: info@art-at-all.com direct

Website: www.art-at-all.com

Address: L4-15, Jockey Club Creative Arts Center,
30 Pak Tin Street, Kowloon, Hong Kong

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