



**保良局**  
**PO LEUNG KUK**



**Po Leung Kuk** is a well-established charitable organization in Hong Kong and has been serving the local community for 140 years. The Kuk provides diversified social services including education, welfare and recreation to the general public.

We invite high caliber personnel to fill the following position:

## **Project Manager (Art for Community Scheme) (Causeway Bay)**

**(Ref: CYS-V54-PM)**

### **Responsibilities:**

- In charge of the overall planning, administration, implementation and execution of the Art for Community Scheme and other related innovative youth projects
- To work with art associations, artists, galleries, museums, academia, foundations and private sectors to promote art for community
- To be responsible in handling the residency application and follow-up
- 5-day work, occasional shift duty is required

### **Requirements:**

- At least 3 years working experience in managing and executing art, culture and community projects
- Working experience at galleries, museums, or any art organization is preferable
- Fluent in Cantonese, Mandarin, and English
- Good writing skill in both Chinese and English
- Detail-minded, responsible, independent, good communication skills
- Hardworking and able to work under pressure
- Proficiency in PC application in MS Excel, Word and PowerPoint
- Tertiary, preferably in art or cultural field

Appointment will be on renewable contract terms. Interested applicants please send full resume with expected salary and email to [kitty.yip@poleungkuk.org.hk](mailto:kitty.yip@poleungkuk.org.hk) or post to Human Resources Department, Po Leung Kuk, 66 Leighton Road, Hong Kong. For more information about Po Leung Kuk, please visit <http://www.poleungkuk.org.hk/>

Po Leung Kuk is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 6 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment exercise.