

**The Government of the Hong Kong Special Administrative Region
Hong Kong Economic and Trade Office (Tokyo)
is inviting applications for**

**Manager (Cultural Exchange)
(based in Tokyo)**

Duty list

- To facilitate cultural exchange activities between Hong Kong and Japan as well as between Hong Kong and the Republic of Korea (Korea), including but not limited to liaising with Hong Kong arts and performing groups to conduct cultural exchange programmes (such as staging performances and exhibitions) in Japan / Korea, following up with performances or exhibition venues, offering assistance in dealing with logistical issues, organising promotional and networking events, assisting in the publicity efforts of the cultural exchange activities, processing and vetting of funding applications, agreement signing and report submission.
- To assist in planning, coordinating and implementation of “Hong Kong Week” in Korean scheduled for second half 2025 (tentative) - a major cultural exchange programme organised by the Hong Kong Special Administrative Government (HKSARG) (under the spearhead by the Leisure and Cultural Services Department) to showcase the essence of Hong Kong arts and culture and to foster cultural exchange between Hong Kong and Korea.
- To assist in maintaining regular flow of information to our Japanese and Korean contacts on cultural exchange activities relating to Hong Kong, such as preparing press releases and newsletters, and updating relevant websites and social media accounts.
- To provide support to the Hong Kong Economic and Trade Office (Tokyo), including conducting research, coordinating logistics for meetings and relevant visits of officials or guests of the HKSARG.
- To undertake other duties as may be required by supervisors.

Requirements

- University degree or above, preferably in communications, marketing, humanities, international relations, public administration, public relations, or other arts and culture related fields.
- At least 3 years of working experience in public relations, corporate communications, event management, or similar nature of work. Prior working experience in Hong Kong-related organisations as well as liaison experience with public or private sectors in Japan and/or Korea would be an advantage.
- Good knowledge of the arts and cultural sectors of Hong Kong, Japan or

Korea.

- Language skills: Be highly proficient in written and spoken English, and have a good command of Japanese or Korean. Fluency in Chinese (Cantonese/Putonghua) would be an advantage.
- Computer skills: Word, Excel, PowerPoint and other commonly used software. Knowledge of graphics design and video editing is a plus.
- Ability to take up business trips (between Korea and Japan) and work under irregular working hours.

Remuneration packages

- Salary from JPY 6 million to 7.7 million per annum (pre-tax) depending on the relevant qualification and experience of the candidate.
- Successful candidate may be offered a two-year contract with 10% end of contract gratuity and possibility of extension. Advance notice will be given in case early termination is unavoidable due to unforeseen circumstances.

Application letters in English together with English CV should reach the Hong Kong Economic and Trade Office at 30-1 Sanban-cho, Chiyoda-ku, Tokyo 102-0075 or recruitment@hketotyo.gov.hk by 19 May 2024 (as indicated by the postmark or the sending date of e-mail). Late submissions will not be considered. Only applicants selected for interviews will be contacted. Please visit www.hketotyo.gov.hk for more information of the office.