



The Hong Kong Academy
for
Performing Arts
香港演藝學院



EXCEL (Extension and Continuing Education for Life) is the continuing education unit of The Hong Kong Academy for Performing Arts (HKAPA), and offers high quality short-term and full-time performing arts programmes. HKAPA EXCEL also customizes workshops and performance-based productions for clients. We offer exciting, yet very demanding positions within a self-financed unit operating like an SME (small & medium size enterprise). Our colleagues must have excellent common sense, be energetic, positive, team-players, be able to work under pressure, and have a passion in providing high quality products and services to the community.

PROGRAMME EXECUTIVE/ASSISTANT

The Programme Executive will report to the Assistant Programme Manager of EXCEL, HKAPA. The main responsibility of the Programme Executive is to work with a Programme Assistant to provide holistic support to teaching staff and EXCEL course participants. The person must take pride and joy in supporting and helping others, be out-going, highly reliable, and detail-minded. Applicants with less experience may be considered for the position of Programme Assistant.

Applicants should have:

- (a) A degree or diploma, preferably in business administration, marketing or related disciplines;
- (b) Three years' relevant experience, preferably in an SME;
- (c) 1-2 years supervisory experience preferred;
- (d) Good command of spoken and written English and Chinese, proficiency in Putonghua could be an asset;
- (e) Excellent customer service, communication and interpersonal skills;
- (f) Strong sense of responsibility, organisation skills and attentiveness to details are requisite;
- (g) Excellent working knowledge of MS Office and Chinese word processing;
- (h) Excellent team-sense.

TERMS OF APPOINTMENT

Appointment will be on a two-year fixed-term contract. Contract may be extended at the end of two years when satisfactory performance has been demonstrated.

Salary offered will be commensurate with qualifications and experience. Fringe benefits include:

- medical benefits
- annual leave
- mandatory provident fund
- bonus

- gratuity

APPLICATIONS

Please submit your application, with full résumé, availability and expected salary to the General Manager, Extension and Continuing Education for Life (EXCEL), Hong Kong Academy for Performing Arts via marychan.ex@hkapa.edu, derekcheng.ex@hkapa.edu and alicevankapel.ex@hkapa.edu on or before **Friday, 22 February 2019**.

Personal data collected will be used for recruitment-related purposes only.