



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.

演藝進修學院（EXCEL）是香港演藝學院（HKAPA）的持續教育分部，致力透過優質的表演藝術持續教育課程，提高各界人士對表演藝術的認識、興趣及欣賞能力。與此同時，我們亦為企業客戶及政府部門提供定制的專業培訓，以及製作表演藝術相關之企業活動。我們屬於自負盈虧的部門，並以中小型企業（SME）的模式營運。求職者必須具備常識、活力、積極、具團隊精神並能夠在壓力下工作，並熱衷於為社區提供高質量的製作和服務。

Our part-time courses in the evenings and weekends need a responsible Programme Assistant (PA) to ensure their smooth operation. The main responsibility of the PA is to provide support to teaching staff and EXCEL course participants. These include handling enquiries, internal and external communications, and class set-up. The person must take pride and joy in helping others, a team-player, reliable, and detail-minded.

EXCEL 開設晚間和週末的課程，很需要在課程助理的協助下完善。課程助理的主要職責是為教學人員和學生提供協助，處理查詢，課程設置和一般行政工作。應徵者必須具備樂於助人、具團隊精神，可靠並細心等特質。

**Work schedule:**

- Tuesday to Friday – 2:00pm to 10:30pm
- Saturday – 9:00am to 6:00pm

The PA enjoys one rest day (Sunday) and one no-work day (Monday) a week. A work-week is 5 days. Actual working day/hours are contingent to operational needs. Some Sunday work may be required with compensation leave granted.

**上班時間**

- 週二至週五: 14:00 至 22:30

- 週六: 09:00 至 18:00

課程助理享五天工作週，每週一天休息日（星期日）和一天非工作日（星期一）。實際工作日/時間須視乎運作而定。因應實際情況及工作須求，或需於星期日工作，可獲補償假期。

### **Applicants should have:**

- A degree or diploma, preferably in business administration, marketing or related disciplines;
- 1-2 years' relevant experience, preferably in an SME;
- Good command of spoken and written English and Chinese, proficiency in Putonghua is an advantage;
- Service-oriented with good communication and interpersonal skills;
- Strong sense of responsibility, organisation skills and attentiveness to details are requisite;
- Proficient in PC knowledge (including MS Office) and Chinese word processing;
- Applicants with less experience may be considered for the position of Programme Assistant.

### **學歷及要求**

- 持商科或藝術管理文憑或學位;
- 具一至兩年的工作經驗，具中小企業工作經驗更佳;
- 具豐富客戶服務、聯絡及行政相關工作經驗者優先考慮;
- 良好的英語和中文口語和書面表達能力，熟練普通話更佳;
- 優秀的客戶服務，溝通和人際交往能力;
- 必須富有責任心，組織技能和細心;
- 懂 MS Office 和中文打字;
- 出色的團隊意識。

### **TERMS OF APPOINTMENT**

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

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

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

### **合約條款**

此職位將以 2 年期的定期合約形式聘用。在正常情況下，表現良好者會在合約將在約滿時獲續約。

提供的薪酬將與應徵者資格和經驗相稱。附帶福利包括有：

- 醫療福利
- 有薪假期
- 強制性公積金
- 獎金
- 約滿酬金

### **APPLICATIONS**

Please apply in writing with full résumé, and expected salary to the Assistant Programme Manager, Extension and Continuing Education for Life (EXCEL), Hong Kong Academy for Performing Arts via all three emails: marychan.ex@hkapa.edu, derekcheng.ex@hkapa.edu and alicevankapel.ex@hkapa.edu.

### **應徵**

應徵者請連同履歷，過往薪酬及要求待遇，電郵至 marychan.ex@hkapa.edu, derekcheng.ex@hkapa.edu and alicevankapel.ex@hkapa.edu，課程助理經理，演藝進修學院（EXCEL）作職位申請。

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

*有收集的個人資料都會嚴格保密並只作招聘用途。*