



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 (Programme Management)**

EXCEL is looking for a Programme Executive/Assistant with a sales and marketing mind frame, who will be responsible for and contribute to the success of HKAPA EXCEL's continuing education programmes. The Programme Executive/Assistant needs to have very good people skills and must maintain a very good working relationship with tutors and all parties. He/She is also responsible for coordinating and managing venue and tutor scheduling.

#### **Applicants should have:**

- (a) A degree or diploma, preferably in business administration, marketing or related disciplines;
- (b) Two years' relevant experience, preferably in an SME;
- (c) Good command of spoken and written English and Chinese, proficiency in Putonghua could be an asset;
- (d) Excellent communication and interpersonal skills, ability to work independently;
- (e) Strong sense of responsibility, organisation skills and attentiveness to details are requisite;
- (f) Excellent working knowledge of MS Office and Chinese word processing;
- (g) Applicants with less experience may be considered for the position of Programme Assistant.

#### **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](mailto:marychan.ex@hkapa.edu), [derekcheng.ex@hkapa.edu](mailto:derekcheng.ex@hkapa.edu) and [alicevankapel.ex@hkapa.edu](mailto:alicevankapel.ex@hkapa.edu).

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