



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. 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.

Summer Intern - Programme Assistant

We are looking for Summer Interns to assist EXCEL summer programmes.

Job Description:

- Prepare and set up of all summer art programme
- Handle phone and walk-in enquiries
- Liaison and communication between EXCEL and other parties, e.g. students and instructors
- Perform clerical duties assigned by full time staff
- Contact course participants when necessary
- Provide daily administrative support
- Participate in ad hoc projects/tasks assigned by direct supervisor

Skills & Requirements:

- Fluent in Chinese and English
- Fair mandarin would be an advantage
- Chinese/ English word processing
- Good interpersonal and communication skills
- Good working attitude and be willing to learn and deliver
- Be responsible, self-initiative and detail-minded

Working period:

June 2019 - August 2019

1) Mon - Fri, 9:30am to 6:00pm

2) Tue - Fri, 9:30am to 6:00pm, Sat, 9:30am to 6:00pm

*Working time may be vary due to special events/ programme

Location:

The Hong Kong Academy for Performing Arts, 1 Gloucester Road, Wanchai, Hong Kong

Application:

Please submit your application, with full résumé, and whether you are seeking (1) or (2) above to joeyon@hkapa.edu. Applicant applying appointment format (1), please indicate your expected salary.