



PART-TIME BOX OFFICE ASSISTANTS

Appointees will report to the Manager (Box Office) of Venue Performance Office. They will be responsible for selling event tickets to the general public, answering venue enquiry and performing all administration duties relating to the Box Office including preparation of daily sales reports and financial reconciliation. Appointees are required to perform duties according to the working roster set by the Manager (Box Office).

Qualifications:

- (a) At least 5 subjects at Grade E or above in the HKCEE, or Level 2 or above in the HKDSEE, including English Language (Syllabus B) and Chinese Language;
- (b) Pleasant personality;
- (c) Good command of spoken English, Cantonese and Putonghua;
- (d) Good computer skills; and
- (e) Preferably having experience in ticket selling and cashier office.

TERMS OF APPOINTMENT

Appointment will be on a one-year basis. Renewal of contract is subject to work performance and operational needs of the Academy.

APPLICATIONS

To apply, please submit a completed Application Form ([click here](#)), curriculum vitae and copies of academic qualifications, to the Human Resources Office, The Hong Kong Academy for Performing Arts, No.1 Gloucester Road, Wanchai, Hong Kong, or email (hro@hkapa.edu). Please quote reference code 'P/T BOA' in the Application Form. Applications are now open until the post is filled.

HKAPA is an equal opportunity employer.

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