



EXCEL (Extension and Continuing Education for Life) provides high quality performing arts education through short courses, full-time programmes, customised workshops, and performance-based productions. We are now seeking high calibre candidates to join our growing team. If you are passionate about performing arts education and share our vision in bringing community impact through performing arts and education, we would love to hear from you!

EXCEL is a non-profit making subsidiary of HKAPA.

PROGRAMME COORDINATOR

The Programme Coordinator plays a crucial role in ensuring the smooth execution and operation of EXCEL programmes. Their primary responsibility is to support the Programme Team in developing both on-site and online programmes. They will collaborate with internal and external parties to address various aspects of programme delivery, including venue arrangement, website and database updates, scheduling, and managing programme operation issues such as attendance records, publicity, notices, and promotion. The Programme Coordinator will also be responsible for planning and supervising programme assistants and part-time helpers. This entails coordinating their tasks and ensuring their smooth integration into the programme operations.

The ideal candidate should possess strong teamwork skills, excellent interpersonal abilities, and effective problem-solving capabilities. They should be adept at establishing and maintaining positive working relationships with all stakeholders, including tutors and students.

Requirements

1. A university graduate with a degree in relevant discipline.
2. Candidates should have at least two years of work experience in the arts, non-profit, or education sector. Candidates with less experience may be considered for the position of Programme Assistant.
3. Possesses excellent communication and interpersonal skills.
4. Demonstrates a strong sense of responsibility and attention to detail.
5. Proficient in both spoken and written English and Chinese, with proficiency in Putonghua being an advantage.
6. Proficient in computer software, including Zoom, Teams, and MS Office. Knowledge of image or video editing is a plus.
7. Demonstrates an interest in the arts and culture sector.

8. A good team player who can multitask and is available to work flexible hours, including Saturdays, Sundays, or public holidays, based on the programme's scheduling requirements.

Terms of Appointment

Appointment will be made on a two-year fixed-term contract. Contract may be extended at the end of two years with satisfactory performance. Salary offered will be commensurate with qualifications and experience. Fringe benefits include:

- Medical benefits
- Annual Leave
- Mandatory provident fund
- End of contract gratuity

Application:

Please send your application together with a CV, availability, and expected salary to the HR Manager, Extension and Continuing Education for Life (EXCEL) quoting "PC EXCEL" at hr.excel@hkapa.edu. **Applications are open until the post is filled.**

EXCEL is an equal opportunity employer.

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