

About the Royal Academy of Dance (RAD):

Established in 1920, the RAD spans across the globe as one of the world's most influential dance awarding bodies, membership organisation and an education institute offering certificate to tertiary education qualifications. Today, the RAD has a presence in 92 countries and a global network of over 400,000 people - all connected by the belief in the transformative power of dance. You will be working with international offices on the implementation, promotion and development of the RAD's global vision of inclusivity, diversity and empowering people through dance.

Job details: Programme Officer (full time)

- 40 hours a week: Monday to Friday (Central & Western District)
- 13-month pay; birthday leave along with annual leave and public holiday
- Part of the global operations in over 36 countries
- Inclusive workplace that encourages work-life balance

The RAD Hong Kong is responsible for the Academy's education, professional training and charitable campaigns in the region. This is an exciting and varied role that involves delivering internationally recognised dance examinations, teachers trainings, marketing campaigns and student support events. You will work with a small, busy yet highly efficient team and international offices on the daily operations, engaging with a wide range of contacts across private dance schools, public bodies, tertiary education institutions and government sectors. This is an excellent platform to expand your professional network in the global arena and promoting the performing arts in Hong Kong and beyond. You will have the chance to connect with the wider network of internationally renowned dance professionals, art executives, educators and children.

We are seeking a dynamic and creative self-starter, with excellent interpersonal skills and a proven track record to manage multiple projects. The candidate will be responsible for implementing and delivering strategic and cost effective operational procedure, who will play a pivotal role in enhancing the reputation of the Academy, while promoting dance to existing members and all walks of life.

Responsibilities:

- **Strategy and leadership:** implement organisational strategies to build the Academy's reputation as the world's leading institution in dance training and learning
- **Project management:** work on a wide variety of educational campaigns offered internationally
- **Community engagement:** ensure consistent, high-quality communications and messaging by working closely with internal and international personnel. Engage external stakeholders, including local and overseas companies, for partnership and collaborative opportunities.
- **Maintain strong relations** with venues and partners to promote the benefits of dancing e.g. hotels, key venues; and support on-the-ground activities including senior management visits and examinations
- **Administrative management:** deliver examinations, members and learning events

Personal Specifications:

- Undergraduate degree from a reputed university
- Minimum 4 years working experience in arts administration, events management or cultural/not-for-profit/educational/membership organisation(s)
- Excellent communications and client service skills; with ability to build good working relations with teachers, students, patrons, partners and stakeholders
- Strong problem solving, strategic thinking, organisational and multiple tasking skills
- Ability to prioritise and deliver high quality work with strong attention to details in an educational, fast-paced business environment

How to Apply:

Please submit your curriculum vitae (in English) and a personal statement detailing your suitability for this position to hongkong@radhk.org by **Monday 4 August 2025**. Only shortlisted candidates will be invited to interviews in August 2025. Candidates with less experience will be considered for Programme Assistant role (full time).