



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 ASSISTANT**

The Programme Assistant will assist the Programme Team to assure the smooth execution and operation of EXCEL programmes. The Programme Assistant needs to perform general course administration and office duties, including but not limited to admission and enrollment services, venue scheduling, course promotion and graphic design, arrangement of course materials and equipment, maintenance of student and tutor records, database management, handling enquiries, supervising part-time operation and other ad hoc duties as assigned.

#### **Requirements:**

1. A Higher Diploma or above.
2. Preferably with one year work experience, but fresh graduates will also be considered.
3. Excellent communication and interpersonal skills.
4. Strong sense of responsibility and attentive to details.
5. Good command of spoken and written English and Chinese, proficiency in Putonghua could be an asset.
6. Excellent working knowledge of MS Office and Chinese word processing.
7. Working knowledge of Canva; and
8. Available to work on roster and at various office venues.

#### **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 “PA EXCEL” at [hr.excel@hkapa.edu](mailto: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.*