

ROYAL ACADEMY OF DANCE

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 colleagues on the implementation, promotion and development of the RAD's global vision of inclusivity, diversity and empowering people through dance.

Job Openings: Project Assistant

- 40 hours a week: Monday to Friday
- 13th month salary
- Part of the global team across 36 countries

We are looking for a motivated individual to join us as *Project Assistant* in the Royal Academy of Dance, Hong Kong office. This role provides an excellent platform to expand your professional network and gain experience of delivering dance examinations, teachers training courses, marketing campaigns and events. You will be given a distinctive chance to operate in the global arena for the benefit of the performing arts community in Hong Kong and beyond. You will engage with a wide range of contacts across private dance schools, public bodies, tertiary education institutions and government sectors, offering you the chance to connect with the internationally renowned dance professionals, art executives, children and educators.

Core Responsibilities:

- Assist on the annual planning, scheduling, booking and delivery of the organisation's range of learning and training activities in the region
- Assist on preparation of materials for the smooth running of activities; researching potential venues and equipment; on-site support during activities where necessary, between 9am and 6pm
- Basic customer service support including email and telephone queries
- Practise and basic understanding of the key online portals relating to the business

Personal Specifications:

- Administrative experience in cultural, not-for-profit, educational or membership organisations
- Interest in events or projects management
- Strong problem-solving skills, able to manage multiple tasking simultaneously and at pace
- Strong attention to details
- A fast learner who is willing to develop new skills and knowledge
- Interest in arts and/or dance education sector of both local and international landscapes
- Good client service skills both internal and external facing, with ability to build good working relationships with teachers, students, patrons and education partners

How To Apply:

Apply to hello@radhk.org with your curriculum vitae (in English), personal statement outlining what you feel would bring to this position.