

ROYAL ACADEMY OF DANCE

Job opening: Project Coordinator (full time)

- 40 hours a week: Monday to Friday (Hong Kong Island)
- Birthday leave plus annual leave and public holiday
- Part of the global operations in over 36 countries
- Inclusive workplace that encourages work-life balance

This is an exciting role that involves delivering internationally recognised **dance examinations, teachers trainings, marketing campaigns and student events**. You will work with international offices in the daily operations, and engage with a wide network of locally and internationally renowned dance professionals, art executives, private dance schools, public bodies, tertiary education institutions, government sectors, children and everyone who believes in the transformative power of dance.

This is an excellent platform to expand your professional network in the global arena and promoting the performing arts in Hong Kong, Macau and beyond. We are seeking a dynamic and creative candidate, with **excellent interpersonal skills and a proven track record to manage multiple projects**. The candidate will be working with international offices on the implementation, promotion and development of the Academy's global vision of inclusivity, diversity and empowering people through dance.

Responsibilities:

- **Project management:** work on a wide variety of educational campaigns offered in the region
- **Administrative management:** manage the office operations and deliver examinations, members and learning events
- **Maintain relations** with members, patrons, venues and partners to promote the benefits of dancing

Personal Specifications:

- Undergraduate degree from a reputed university
- Minimum 1-year working experience in arts administration, events management or cultural/not-for-profit/educational/membership organisation(s)
- Good communications and client service skills; with ability to build good working relations with teachers, students, patrons, partners and stakeholders
- Ability to prioritise and deliver high quality work with strong attention to details in a 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 **Saturday 31 October 2026**. Only shortlisted candidates will be invited to interviews between September and November 2026. Candidates with more experience will be considered for Project Officer, Assistant Manager or Manager role (full time).

About the Royal Academy of Dance (RAD):

Established in 1920, the Academy is one of the world's most influential dance education and training organisations with a strong global membership of more than 400,000 students, aged between 3 to 93, in over 80 countries. It helps and encourages its teachers to perfect their teaching skills and pass on this knowledge to their students. Each year, the examination syllabus is taught to thousands of young people worldwide, with around 250,000 pupils per year going on to take RAD exams.

188 York Road, London SW11 3JZ
royalacademyofdance.org

Patron: Her Majesty Queen Camilla
President: Dame Darcey Bussell DBE **Chairman:** Stephen Moss CBE **Chief Executive:** Elizabeth Honer CB
Royal Academy of Dance is a charity registered in England and Wales No.312826

