

About the Royal Academy of Dance (RAD):

Royal Academy of Dance (RAD) is one of the most influential dance education and training organisations in the world with a strong global membership of more than 400,000 students, aged between 3 to 93, in over 80 countries. Established in 1920 to improve standards and re-invigorate dance training, the Academy helps and encourages its teachers to perfect their teaching skills and pass on this knowledge to their students, with around 250,000 pupils per year going on to take RAD exams. We believe in the transformative power of dance and its benefits for health and happiness. We cater to all levels of interest and ambition: we are here with the resources and expertise to support their journey.

Job details: Project Officer (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

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 **Friday 31 July 2026**. Only shortlisted candidates will be invited to interviews in July & August 2026. Candidates with less experience will be considered for Project Assistant role (full time).