

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 Officer

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

We are looking for a motivated individual to join us as *Project Officer* 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 internationally renowned dance professionals, art executives, children and educators.

Core Responsibilities:

- Work on the annual planning, scheduling, booking and delivery of the organisation's range of learning and training activities in the region
- Researching and securing potential venues, equipment rental and occasional workers hiring
- On-site support during activities; act as central liaison point for events arrangements
- Manage, plan and maintain the annual event calendar
- Support with transit arrangement for guest visitors including hotel and flight bookings
- Customer service support including email and telephone queries
- Work on activity finances in accordance with the company's policy and procedures
- Practise and thorough understanding of the key online portals relating to the business
- Provide relevant out of hours support where necessary

Personal Specifications:

- Over 3 years of administrative experience in a cultural, membership or educational organisation
- Experiences in performing arts, education or projects management would be desirable
- Finance management and procurement experience
- Stakeholder management experience with a variety of contacts or service users
- Excellent client service skills both internal and external facing, with ability to build good working relationships with teachers, students, patrons and education partners
- Experience of working in an international organisation

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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.

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