

Executive (Production / Programme Coordination)

The Job:

- Assist in the production of different projects, performances and events
- Work closely with different stakeholders, including the programme in-charge, the production team, venue management, performers and tutors
- Role as a programme coordinator with effective communication with tutors
- Assist in routine programmes' administration and operation
- Perform miscellaneous assignments and handle ad hoc duties as required
- 5-day Work, including Saturday & Sunday

The Person:

- Diploma holder
- Solid experience in event organisation or programme coordination is highly preferred
- Good team player, and passionate about Arts Education
- Excellent interpersonal and communication skills
- Good command of written and spoken English & Chinese

Interested parties please send us **full resume stating current and expected salary and available date** to hr@hkccchoir.org.

Personal data collected will be used for recruitment purpose only.