

## **Education and Outreach Officer 教育及外展主任**

Chung Ying Theatre Company is currently participating in the "**2024/25 Arts Talents Internship Matching Programme**" of the **Hong Kong Arts Development Council** and is recruiting an officer. The contract period is for 12 months.

### **The officer will work with the team:**

1. To coordinate and communicate with internal and external parties to ensure smooth execution on theatre education programmes and outreach productions;
2. To provide high-quality customer service for course enquiries and enrolments from parents;
3. To provide administrative support for various education centres;
4. To organise and support creative theatre education programmes in collaboration with tutors, schools and community organisations;
5. To manage course scheduling, budgeting and related administrative tasks; and
6. To promote company's education programmes to the general publics.

### **Requirements:**

- Candidates must be permanent residents of the Hong Kong Special Administrative Region aged 18 or above;
- Graduates of local or overseas university within the past three academic years\* at the time of application;
- Strong passion for working with children and youth
- Pleasant, flexible, and customer-oriented mindset
- Willing to work on weekends and public holidays
- Strong passion to work with children and youth; and
- Pleasant, flexible and with customer-oriented mindset

\*For local graduates, three academic years generally refer to 2022/23, 2023/24 and 2024/25.

### **Salary and Benefits**

Salary is commensurate with the qualifications and experience of the successful candidate. Fringe benefits include rest days, public holidays, annual leave, birthday leave, sick leave, maternity leave, paternity leave, medical insurance, employee's compensation insurance and MPF.

Interested parties please send an application letter together with a full resume and expected salary to **Administration Department, Chung Ying Theatre Company (HK) Limited, G/F, 10 Borrett Road, Hong Kong**, or by email to **hr@chungying.com**.

All applications will be treated in the strictest confidence. For inquiries, please call 3961 9800.  
(Personal data collected will be used for recruitment purposes only.)