



EXCEL (Extension and Continuing Education for Life) provides high quality performing arts education through short courses, full-time programmes, customised workshops, and performance-based productions. We are now seeking high calibre candidates to join our growing team. If you are passionate about performing arts education and share our vision in bringing community impact through performing arts and education, we would love to hear from you!

EXCEL is a registered charity and non-profit making subsidiary of the Hong Kong Academy for Performing Arts.

Assistant Programme Manager

We are seeking a dedicated and enthusiastic Assistant Programme Manager to support our Programme Team in managing internal and external liaisons and supervising Programme Coordinators and Programme Assistants. This is an exciting opportunity to play a key role in the successful execution of EXCEL's diverse performing arts programmes and contribute to innovative education initiatives.

Key Responsibilities:

- Assist the Programme Manager in overseeing the daily operations of the Programme Team, including supervision and guidance for Programme Coordinators and Programme Assistants, ensuring smooth operations.
- Liaise with internal and external stakeholders to facilitate effective programme delivery and promotion, including scheduling courses, arranging venues, coordinating with artists, and planning marketing updates.
- Manage participant-related matters such as attendance records, evaluations, communication, and the issuance of notices.
- Support the planning and scheduling of freelance teaching and production members and oversee their coordination.
- Assist with promotional activities by coordinating with videographers and photographers for marketing and outreach efforts to enhance programme visibility.
- Supervise courses or programmes registration management and report on enrolment status to the Programme Manager in a timely manner.
- Assist in sales tracking, budget monitoring, reporting, and resource allocation under the Programme Manager's guidance.

- Collaborate with various departments and assist the Programme Manager in executing programmes.

Requirements:

- University graduate in business, arts management, or a related field.
- A minimum of 5 years of experience in programme coordination, arts administration, or customer service, preferably in the arts, culture, or tourism industry. Candidates with less experience may be considered for a Programme Coordinator role.
- Excellent communication and interpersonal skills, with the ability to liaise effectively with diverse stakeholders. Prior supervisory experience in managing assistants, coordinators, or part-time staff is a plus.
- Strong sense of responsibility, attention to detail, and problem-solving skills.
- Proficiency in spoken and written English and Chinese.
- Competency in computer software, including Zoom, Teams, and MS Office; knowledge of image or video editing is a plus.
- A collaborative team player who can multitask and is willing to work flexible hours, including weekends and public holidays, as required by the programme.
- Immediate availability is an advantage.

Terms of Appointment

Appointment will be made on a two-year fixed-term contract. Contract may be extended at the end of two years with satisfactory performance. Salary offered will be commensurate with qualifications and experience. Fringe benefits include:

- Medical benefits
- Annual Leave
- Mandatory provident fund
- End of contract gratuity

Please send your application together with a CV, availability, and expected salary to the HR Manager, Extension and Continuing Education for Life (EXCEL) quoting “APM Application” in the subject at hr.excel@hkapa.edu. **Applications are open until the post is filled.**

EXCEL is an equal opportunity employer.

Personal data collected will be used for recruitment-related purposes only.