

## Course Coordinator (Education and Outreach)

### Qualifications / Requirements

#### Job Duties:

- Responsible for course enrollment and enquiry counter.
- Assist the Company to develop dance course for Adults and Children.
- Work with Marketing team for Image building, marketing and promotion works.
- Handle enquiries and ad-hoc tasks assigned by supervisors.

#### Requirements:

- Hong Kong permanent resident aged 18 or above
- Graduate of the tertiary institute is preferable; **OR** at least 5 passes in HKCEE including English Language (at least Grade C if Syllabus A/Level 2 from 2007) and Chinese Language (at least Level 2 from 2007), **OR** at least 5 subjects attaining Level 2 in HKDSE including English Language and Chinese Language with related working experience
- Demonstrate a strong passion for arts and culture, particularly in the field of Dance;
- Be a quick thinker, confident and well-organized, flexible, and have the ability to multitask and do what it takes to get the job done;
- Able to work under pressure and meet deadlines; willing to work at irregular hours;
- Hands-on experience with the operation of websites, social media and tools of the trade like Photoshop, Illustrator, video and audio editing software is a distinct advantage.

Interested parties please send an application letter with full CV, current and expected salary to Ms Lisa To at [lisato@ccdcdc.com.hk](mailto:lisato@ccdcdc.com.hk) , or mail to CCDDC Dance Centre, Unit

#### Office

Flat F, 3/F., Golden Bear Industrial Centre, Nos. 66-82 Chai Wan Kok Street, Tsuen Wan, N.T., Hong Kong  
香港新界荃灣柴灣角街66-82號金熊工業中心3樓F室

Tel (852) 2326 8597 / 2329 7803 Fax (852) 2351 4199  
E-mail [info@ccdcdc.com.hk](mailto:info@ccdcdc.com.hk)

[www.ccdc.com.hk](http://www.ccdc.com.hk)

#### CCDC Dance Centre

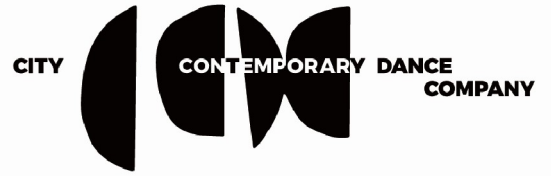
Unit 101-102, 1/F, Tai Po Arts Centre, 12 On Pong Road, Tai Po, N.T., Hong Kong  
香港新界大埔安邦路12號大埔藝術中心1樓101-102室

Tel (852) 2328 9205 / 3705 8513 Fax (852) 3705 3513  
E-mail [dc@ccdcdc.com.hk](mailto:dc@ccdcdc.com.hk)

[www.ccdc.com.hk/dc](http://www.ccdc.com.hk/dc)

城市當代舞蹈團

**CITY  
CONTEMPORARY  
DANCE  
COMPANY**



101-102, 1/F, Tai Po Arts Centre, 12 On Pong Road, Tai Po, NT on or before 20 November 2024. Please quote the applied position in the letter and on the envelope or email subject line.

**Office**

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**CCDC Dance Centre**

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