



Established in 1979, Chung Ying Theatre Company (CYTC) is a reputed theatre organisation financially supported by the Government of the HKSAR and a Venue Partner of Kwai Tsing Theatre, dedicating to promote dramatic arts and develop educational and outreach programmes. We are now looking for enthusiastic candidate to join our dynamic team.

## **Education and Outreach Officer**

### **Duties:**

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:**

1. Degree holder in any discipline, preferably in arts administration, drama education, applied theatre, cultural studies or other art-related fields;
2. A minimum 1 year of solid administrative experience in the education or arts field is preferred;
3. Strong passion for working with people, or for theatre/drama;
4. Pleasant, flexible and customer-oriented mindset;
5. Willingness to work on weekends and public holidays.

### **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 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, G/F, 10 Borrett Road, Hong Kong.** or by email to [hr@chungying.com](mailto:hr@chungying.com). All applications will be treated in the strictest confidence.

Enquires Tel: 3961 9800

(Personal data collected will be used for recruitment purposes only.)