



## **Assistant Project Manager (Arts Education – Kids & Adults Programme)**

We are seeking a proactive and organised Assistant Project Manager to support the planning and delivery of our arts education programmes for children and adults. This role is ideal for someone with strong project management and operational skills who is passionate about arts education.

### **Job Duties:**

- Support the reporting Manager in coordinating and monitoring the operations and logistics of events and projects.
- Assist in identifying and developing course content and activities tailored to clients' needs, and liaise with tutors and subject experts.
- Oversee and follow up on the implementation and progress of programmes and courses, including managing logistics and handling course-related enquiries.
- Contribute to creative development and promotional efforts to enhance engagement and boost enrolments, including support with digital and visual initiatives where needed.
- Work closely with team members to ensure smooth day-to-day operations, including tutor liaison and participant communications.
- Support the resolution of operational challenges to enhance overall efficiency and learner experience.
- Provide on-site support for classes and events as required.
- Take on ad hoc tasks and projects as assigned by the reporting Manager.

### **Job Requirements:**

- Tertiary education with 6+ years of relevant experience, preferably in arts or education; experience in educational institutions or arts organisations is an advantage.
- Proven ability to develop educational content and manage children's events or projects with creativity and attention to detail.
- Strong project coordination, problem-solving, and team collaboration skills.
- Excellent written and verbal communication skills in both English and Chinese, with the ability to craft engaging course and promotional content.
- Highly proficient in MS Office (especially Excel) and project management platforms/portals; familiarity with visual design tools (e.g., Canva, Adobe Creative Suite) and digital platforms is a definite advantage.
- Experience with course and enrolment management tools (e.g., SchoolTracs or similar) is a plus.
- Self-motivated, responsible, and detail-oriented, with a passion for engaging communities through the arts.
- Candidates with less experience will be considered as Senior Project Officer.

Interested parties please send your resume and covering letter (please state your current and expected salary and available date) to [hr@hkac.org.hk](mailto:hr@hkac.org.hk). Only short-listed candidates will be contacted.

We are an equal opportunities employer committed to workforce diversity and fair employment practices. All data collected will be used for recruitment purpose only.