

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 or above with performing arts, cultural management studies, project management or related disciplines;
- 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@ccdc.com.hk , or mail to CCDC Dance Centre, Unit 101-102, 1/F, Tai Po Arts Centre, 12 On Pong Road, Tai Po, NT on or before 22 October 2024. Please quote the applied position in the letter and on the envelope or email subject line.

Office

Flat F, 3/F., Golden Bear Industrial Centre, Nos. 66-82 Chai Wan Kok Street, Tsuen Wan, N.T., Hong Kong
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CCDC Dance Centre

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