

Project Coordinator (Education and Outreach)

Responsibilities:

- Assist in project coordination and logistics, including proposal preparation, project and event operations, drafting evaluations and financial report;
- Support the organization of events, workshops, talks, archive items, and promotional activities. Deliver excellent customer service and handle a wide variety of administrative duties;
- Handle enquiries and ad-hoc tasks as 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-organised, 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 websites and tools of the trade like Photoshop, Illustrator, video and audio editing software is a distinct advantage;
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Interested parties please send an application letter with full CV, current and expected salary to recruitment@ccdc.com.hk or mail to CCDC, Flat F, 3/F., Golden Bear Industrial Centre, 66-82 Chai Wan Kok Street, Tsuen Wan, N.T., Hong Kong on or before 15 October 2024. Please quote the applied position in the letter and on the envelope or email subject line.