

ROYAL ACADEMY OF DANCE

Established in 1920, the RAD spans across the globe as one of the world's most influential dance awarding bodies, membership organisation and an education institute offering certificate to tertiary education qualifications. Today, the RAD has a presence in 92 countries and a global network of over 400,000 people - all connected by the belief in the transformative power of dance. You will be working with international colleagues on the implementation, promotion and development of the RAD's global vision of inclusivity, diversity and empowering people through dance.

Job Openings: Support Officer

- 40 hours of work a week: Monday to Friday
- 13th month salary
- Part of the global team in over 36 countries

Within a busy and friendly workforce, this role will provide an excellent platform to expand your professional network and gain experience of delivering dance examinations, teachers training courses, marketing campaigns and student events. You will be given a distinctive chance to operate in the global arena for the benefit of the performing arts community in Hong Kong and beyond.

This role will support the Hong Kong team and you will engage with a wide range of contacts across private dance schools, public bodies, tertiary education institutions and government sectors. You will have the chance to connect with the wider network of internationally renowned dance professionals, art executives, children and educators.

Responsibilities

- Support the team in planning and delivering examinations (bi-annual), members events, student activities or courses to support teacher engagement.
- On-site support during exam sessions, events, and activities.
- Assist with registration and application processes for exams, events and activities.
- Data entry, entry review and checking, resolving incorrect/incomplete information.
- Provide customer service support to patrons with their general enquiries.
- Assist in office management for smooth operations.

Personal Specifications:

- Administrative experience in cultural, not-for-profit, educational or membership organisations
- Interest in events or projects management
- Strong problem-solving skills, able to manage multiple tasking simultaneously and at pace
- Strong attention to details
- A fast learner who is willing to develop new skills and knowledge
- Interest in arts and/or dance education sector of both local and international landscapes
- Good client service skills both internal and external facing, with ability to build good working relationships with teachers, students, patrons and education partners

How To Apply:

Please submit your curriculum vitae (in English) and a personal statement detailing the contributions you feel you can make to this position to hongkong@radhk.org .