

EXCEL (Extension and Continuing Education for Life) provides high quality performing arts education through short courses, full-time programmes, customised workshops, and performance-based productions. We are now seeking high calibre candidates to join our growing team. If you are passionate about performing arts education and share our vision in bringing community impact through performing arts and education, we would love to hear from you!

EXCEL is a registered charity and non-profit making subsidiary of HKAPA.

**Programme Coordinator (Productions)**

We are seeking a dedicated and enthusiastic Programme Coordinator to assist our Programme Team in the smooth execution and operation of EXCEL’s musical programmes. This is an exciting opportunity to participate in EXCEL’s annual musical production and to develop innovative musical education initiatives.

**Key Responsibilities:**

* Liaise with internal and external stakeholders regarding programme delivery and promotion, including scheduling rehearsals, arranging venues, drafting social media post, and coordinating media and artists.
* Manage participant-related matters such as attendance records, publicity, and the issuance of notices.
* Plan and oversee the recruitment and scheduling of freelance production members.
* Assist with musical promotion, including social media marketing and outreach efforts.
* Coordinate ticket sales and manage sponsor relations to support productions.
* Coordinate photography and videography during the rehearsals and performances.
* Develop the programme book and oversee poster design.
* Assist the Producer in executing productions and collaborating with various departments.

**Requirements:**

* University graduate in business, arts management, or a related field.
* Ideally, two years of work experience in non-profit, or arts sectors. Candidates with less experience may be considered for the role of Programme Assistant.
* Excellent communication and interpersonal skills.
* Strong sense of responsibility and attention to detail.
* Proficient in spoken and written English and Chinese.
* Competent in computer software, including Zoom, Teams, and MS Office; knowledge of image or video editing is a plus.
* A good team player who can multitask and is willing to work flexible hours, including weekends and public holidays, as required by the programme.
* Immediate availability is an advantage.

# **Terms of Appointment**

# Appointment will be made on a two-year fixed-term contract. Contract may be extended at the end of two years with satisfactory performance. Salary offered will be commensurate with qualifications and experience. Fringe benefits include:

* Medical benefits
* Annual Leave
* Mandatory provident fund
* End of contract gratuity

# **Application:**

Please send your application together with a CV, availability, and expected salary to the HR Manager, Extension and Continuing Education for Life (EXCEL) quoting “PC EXCEL” at hr.excel@hkapa.edu**. Applications are open until the post is filled.**

EXCEL is an equal opportunity employer.

*Personal data collected will be used for recruitment-related purposes only.*