

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: Office Assistant – (Part Time)

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. 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.

To ensure successful inward and outward visits of educators to Hong Kong, you may have duties including travel booking, transport logistics and liaising with various parties in advance of their visits. Strong interpersonal skills, an ability to monitor and ensure value for money is vital.

Responsibilities

Examinations Management (90%)

- Assist Operations Manager and Senior Project Officer with the planning and delivery of examinations.
- RAV Examinations:
 - Support the team in setting up the venue for examinations at the start of the day as well as packing up of the venue at the end of the day.
 - Assist the check-in process of examination candidates, which includes but not limited to:
 - Admission letters
 - Checking identification documents
 - Ensuring the correct candidates enter the examination centre
 - Assist with liaising with the car company, ensuring the examiner arrives and departs on time and at the correct location.
 - Provide customer service support to RAD teachers and students onsite.

Customer Service (10%)

- Provide first class customer service support to RAD patrons with their general enquiries, responding in a timely fashion to matters arising and escalating issues as required.
- Where relevant support the team to maintain information on databases and mailing lists.

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 .