



Established in 1981, Hong Kong Dance Company (HKDance) was incorporated in 2001 as a charitable and non-profit-making institution, and is financially supported by the Government of the Hong Kong Special Administrative Region. As one of the major performing arts companies in Hong Kong, our mission is to promote Chinese dance with contemporary artistic visions and Hong Kong character. HKDance is now looking for:-

## **Project Officer (Outreach and Education) (Contract)**

### **項目主任 (外展及教育) (合約)**

**Reporting to the Manager of Programme and Education, the responsibility includes:**

1. Assist the coordination of the outreach & education programmes, courses, and production, detailed duties include but not limited to:
  - Implement logistical arrangements of various projects and liaise with schools and other related institutions
  - Communicating and coordinating with artists, tutors, educational institutions, and community organisations
  - Reserving venues for courses, rehearsals, and performances
  - Assist in compiling teaching materials, research, conducting project reports, event content, and managing the reimbursement of expenses, etc.
2. Plan and prepare lectures, seminars, and courses for the dance company as required
3. Assist the company with publicity, attending-meetings and public events
4. Assist in the recruitment and supervision of contracted/part-time artistic and technical staff
5. Handle ad-hoc tasks and projects as required, performing other relevant duties as assigned by senior management
6. Working 44 hours per week, with the possibility of irregular hours and working on Saturdays, Sundays, and public holidays

### **Qualifications:**

1. Relevant Diploma/Undergraduate Degree or above (performing arts qualifications are an advantage)
2. A minimum of one year's relevant work experience in outreach and education
3. Having a strong sense of responsibility, and ability to perform multiple tasks, capable of coping with and adapting to work pressures
4. Good communication, well-organised, and problem-solving skills
5. Fluent in written and spoken English and Chinese (Including Cantonese and Mandarin)
6. Proficiency in MS Word, Excel, PowerPoint and Chinese Word processing
7. Knowledge of and a strong interest in outreach and education for the performing arts

**Salary and Benefits:**

Salary will be commensurate with the qualifications and experience of the successful candidate. Fringe benefits include rest days, annual leave, medical insurance and MPF. Subject to continual operational needs, employees with good performance may have the opportunity for contract renewal after completion of the first contract.

**Application**

Interested parties please submit your application with detailed CV, current salary and expected salary to [hr@hkdance.com](mailto:hr@hkdance.com) or by post to the Head of Finance and Administration, 4/F Hong Kong Dance Company, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong.

Applicants are encouraged to submit their applications as soon as possible. The review of applications will continue until the post is filled.

All resumes and relevant information will be used strictly for recruitment purposes and will not be disclosed.

**Enquiries: 3103 1888**

**Website: [www.hkdance.com](http://www.hkdance.com)**