

Project Officer (holding a functional title of Coordinator) (Ref: 2300964)
Department of Cultural and Creative Arts

The Department of Cultural and Creative Arts aims to be one of the premier arts education providers in the region and is committed to sustaining a creative and dynamic learning environment in Music, Visual Arts and other art-related disciplines that promotes and supports high standards of professionalism in teaching, learning, research and knowledge transfer. It aims to nurture skilled, knowledgeable and caring graduates and empower them to achieve academic and artistic excellence in transformative roles as innovative educators, enterprising community-based arts practitioners, creative thinkers and cultural leaders in the 21st Century.

The Department is embarking on a trust-initiated project to bring transformative change to underprivileged children through music education. We are seeking a dedicated and enthusiastic Coordinator to join our team and drive the success of this impactful initiative.

The appointee will work closely with the Curriculum Leader of this project. Duties include project coordination, curriculum implementation, student assessment, teacher training and support, programme evaluation, community outreach, budget and resource management, etc.

Applicant should have a Bachelor's degree with several years of working experience in the University. They should have experience in providing administrative support, including managing budgets, maintaining programme records, report writing and performing other administrative tasks as needed. He/she should be a team player, meticulous, highly self-motivated, have a strong sense of responsibility and be able to work independently and under pressure. Excellent communication skills with proficiency in written and spoken English and Chinese (Cantonese and Putonghua) and familiarity with Microsoft Office software are desired.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 4 September 2023, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsoff/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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