EXCEL (EXtension and Continuing Education for Life), The Hong Kong Academy for Performing Arts

Summer Intern - Programme Assistant:

Prepare and set up of all summer art programme
- Handle phone and walk-in enquiries
- Liaison and communication between EXCEL and other parties, e.g. students and instructors
- Perform clerical duties assigned by full time staff
- Contact course participants when necessary
- Provide daily administrative support
- Participate in ad hoc projects/tasks assigned by direct supervisor

Working period:
July 2019 - August 2019
1) Mon - Fri, 9:30am to 6:00pm, or;
2) Tue - Fri, 9:30am to 6:00pm, Sat, 9:30am to 6:00pm
*Working time are negotiable, participants who can complete the above timeslots are preferred.
*Working time may be vary due to special events/ programme

Working venue:
The Hong Kong Academy for Performing Arts
Wan Chai Campus (1 Gloucester Rd, Wan Chai) / Bethanie Campus (139 Pokfulam Road, Hong Kong)

Salary:
$37.5 per hour

Should you have any queries, please feel free to contact us at 2584 8721 or email to ireneli@hkapa.edu . Thank you.