

**Assistant Project Manager (Ref: 2400749)**  
**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 dynamic and experienced Curriculum Leader to join our team and drive the success of this impactful initiative.

The appointee will lead and play a crucial role in the success of this project. Duties include curriculum development, teacher training, student assessment, programme evaluation, community outreach, budget and resource management, etc.

Applicants should have a Bachelor's Degree with at least seven years of relevant full-time post-qualification work experience. Solid working experience in the school setting will be an advantage. They should have experience in developing music curricula, assessment tools, and strategies to measure student progress and delivering practical workshops and conducting effective community outreach, etc. He/she should be people-oriented, meticulous, detailed-minded, excellent collaboration and communication skills with proficiency in both written and spoken English and Chinese (Cantonese and Putonghua). They should be familiar with Microsoft Office software and have experience working with teachers, students, parents, and community partners to ensure the project's objectives are met and contribute to its long-term success.

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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 on or before **1 August 2024**. 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/jobsopp/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>.

**EdUHK is an Equal Opportunities Employer.**