



LOWER SCHOOL PERFORMING ARTS (PA) EDUCATIONAL ASSISTANT (EA)

(English)

JOB DESCRIPTION

Position/Title: Lower School Performing Arts Educational Assistant (English)

Period of appointment: The length of an Educational Assistant contract term is one school year. Positions are opened annually for application and selection.

Required

- Fluent in written and spoken English.
- Excellent interpersonal and organizational skills.
- Applicants must be a permanent resident of Hong Kong or possess a valid visa to work in Hong Kong.
- Collaborate on events as directed by the Director of Visual and Performing Art as requested
- Competent in Microsoft Office and basic video editing software for student celebration videos.
- Professional, personable, organized, and reliable under pressure
- Student-focused and flexible
- Understands the demands and variable hours of performing arts, including early mornings or after-school commitments.
- Punctual, dependable, proactive and responsive to departmental feedback and decisions.

Desired:

- Current or recent experience working with children in an educational, child care or special education setting
- Relevant teaching qualifications
- Fluency in Mandarin and/or Cantonese.
- Skills in piano accompaniment.

Administrative Support

- Manage distribution and collection of instruments, maintaining up-to-date records.
- Maintain the LS Performing Arts resource database (instruments, accessories, books, costumes, props, etc.).
- Assist with recording and organizing assessment audio/video content, which may include content for the Arts Newsletter & school social media.
- Coordinate music supply orders through the Purchasing Portal and liaise with vendors.
- Support enrolment in the Hong Kong Schools Music and Speech Association, including communication with parents, Finance Dept, and HKSMSA, fund collection, and tracking deadlines.

Teaching & Event Support

- Provide active learning & behavioural support in classrooms and assist students as needed.
- Communicate to HR teacher and/or EA regarding learning or behavioural incidents/needs of students on a regular basis
- Lead or cover classes when requested.
- Support rehearsals, performances, field trips and events before and after school as needed; with some weekends required

Daily Tasks

- Inform PA teacher(s) and other EA(s) of daily progress and ongoing tasks.
- Assist with equipment setup and special requirements for spotlights, rehearsals, and classes.
- Prepare and distribute classroom materials and resources.
- Assist with photocopying, filing, displays, printing, binding, scanning, sourcing of music and classroom materials, and petty cash/ordering

Arranging AiRs/Spotlights/Musicals

- Assist with coordination and logistics of Artists in Residence (AiRs), including paperwork, scheduling, logistics and hospitality.
- Support the setup, rehearsals, and performances for spotlights and musicals (materials, costumes, stage organization).
- Photograph & film students during rehearsals and performances for documentation and celebration while adhering to school policy.

Initiative

- Proactively identify and implement ways to enhance classroom and performance spaces, in consultation with teachers.
- Anticipate teacher and departmental needs.
- Work efficiently to minimize time away from core teaching & learning tasks.
- Proactively seek guidance and training to build skills as needed.
- Explore opportunities for professional growth beyond basic required duties.

If you would like to apply, please send a cover letter, a resume, expected salary, the names and contact details of three references by email to jobs@cdnis.edu.hk

Candidates should note, however, that in the event of outstanding applicants being identified early for the above position, CDNIS reserves the right to make an appointment before the closing date. For this reason, it is important that interested candidates apply as soon as possible.