

DEPUTY DIRECTOR (ADMINISTRATION)

About the Hong Kong Academy for Performing Arts

The Hong Kong Academy for Performing Arts (HKAPA) is a world-leading higher education institution for the performing arts. Ranked top 20th in QS World University Rankings by subject in 2025, the Academy provides professional undergraduate education and practice-based postgraduate studies in Chinese Opera, Dance, Drama, Film and Television, Music and Theatre and Entertainment Arts. Its educational philosophy reflects the cultural diversity of Hong Kong with an emphasis on Chinese and western traditions, contemporary performing arts practices, and interdisciplinary learning. Performance is at the core of teaching and learning at the Academy. The Academy presents hundreds of student performances each year for developing students into professional performing artists. Aside from the main campus in Wanchai, Béthanie, the site of the institution's Landmark Heritage Campus in Pokfulam, has housed training facilities for the School of Film and Television since 2007. The Hong Kong Academy for Performing Arts capitalises on its position within a dynamic and diverse cultural metropolis and its strong industry and community partnerships to provide students with an innovative, multidisciplinary and globally focused education.

The Opportunity

The Deputy Director (Administration) plays a crucial role in providing leadership and guidance for developing and implementing the HKAPA's administrative and operational functions. This position is essential for establishing a robust structure and overseeing resource management and corporate development to support the Academy's strategic objectives and academic growth. The successful candidate will work closely with the Director, Deputy Director (Academic), Deans, and Senior Administrative Heads to enhance management processes and identify and capitalise on developmental opportunities to advance the HKAPA's vision, mission, and objectives, particularly regarding new expansion initiatives. Key responsibilities include promoting high-quality services in corporate planning, communications, human resources, secretariat services for the Council, finance, digitalisation and AI, campus planning and development, facilities management, venue hiring and operations, student services, and the EXCEL programmes.

The Deputy Director (Administration) will report to the Director of HKAPA, and their responsibilities and duties will include:

Corporate Responsibilities

- Contribute to corporate leadership and management to achieve the Academy's strategic objectives.
- Ensure alignment between the academic and administrative functions of the Academy, emphasising operational oversight and collaboration with senior administrative leaders.
- Collaborate closely with the Director to lead organisational change and enhance management processes.
- Represent the Academy on relevant external committees to promote the Academy's strategies to government agencies and stakeholders.
- Foster and encourage collaboration across the Academy to ensure the effective use of human, financial, IT and space resources in achieving the Academy's goals.
- Encourage and facilitate professional development, align with the appraisal and support of senior administrative staff.
- Promote innovations that address the long-term needs of staff, students, and external stakeholders in delivering the Academy's overall strategic plan.
- Plan and lead transformation in IT, digital and process enhancement to augment operational efficiency and effectiveness of the Academy.
- Support and strengthen external links to promote the Academy's strategies.
- Elevate the Academy's reputation and assist the Director in advancing HKAPA's strategic initiatives.
- Ensure compliance with legal and corporate standards and put in place a proactive risk management framework.

Specific Duties

- Commit to upholding the Basic Law and safeguarding the national security of the Hong Kong Special Administrative Region of the People's Republic of China, whilst integrating these principles into the development of the Academy.
- Assist in realising the Academy's vision and strategic plan by ensuring objectives are met through efficient resource management and streamlined processes.
- Formulate, develop, and execute policies throughout the Academy to align with its strategic goals.
- Oversee the management of the Academy's daily operations, including the administrative departments and academic support services, through senior administrative department heads, to ensure high-quality service delivery that meets the needs of the Academy and its stakeholders.
- Supervise the management of appointed post-holders and take responsibility for the appraisal, support, and professional development of senior administrative staff.
- Work closely with the Director to prepare key strategic documents relevant to the role.
- Advise the Director on policies, finances, and administrative issues related to the Academy.
- Support the Director in communicating the Academy's objectives and strategies to government agencies, officials, and external organisations to advance the Academy's interests.
- Chair or serve as an ex-officio member of the Academy's committees when required.
- Perform any other duties appropriate to the position, as assigned by the Director.

Requirements

The applicant should have:

- A minimum of 15 years of proven senior management experience in a leadership role within local and/or international tertiary institutions or large and complex organizations.
- A relevant university degree with a recognized institution; advanced qualifications such as MBA will be an advantage.
- A track record of leading a diverse portfolio of corporate functions and strong capacity of being an organization builder and a team player.
- Extensive track record in managing fiscal and administrative operations (including human resources), developing and implementing sizable capital and building projects, as well as risk and crisis management and solutions.
- Knowledge of building and construction designs, technologies, and green initiatives.
- Experience in liaising with government departments, statutory bodies, and business and professional sectors.
- Excellent interpersonal and communication skills.
- High level of written and spoken proficiency in the English and Chinese. Fluency in Putonghua would be advantageous.
- Good analytical and problem-solving skills, with awareness to identify important issues, perceive impact accurately, and develop solutions.
- Commitment to upholding the Basic Law and safeguarding the national security of the Hong Kong Special Administrative Region of the People's Republic of China.
- Ability to meet challenges and implement changes systematically and in a well-organised manner.

TERMS OF APPOINTMENTS

Appointment will be on a four-year renewable contract, subject to performance and mutual agreement. A gratuity payment equals up to 15% of the total basic salary earned during the contract period, may be granted upon satisfactory completion of the full contract. The amount of gratuity payable will be the sum which, when added to the Academy's contribution to a Mandatory Provident Fund (MPF) scheme as required by the MPF Schemes Ordinance, equals 15% of the total basic salary drawn during the contract period. Fringe benefits include leave, medical, and dental benefits. The starting salary will be commensurate with qualifications and experience. A non-accountable Cash Allowance will be provided to the eligible appointee.

APPLICATIONS

Applications and nominations should be submitted to Odgers Berndtson (Hong Kong) Limited, the executive search firm assisting the Hong Kong Academy for Performing Arts with this important search, via email (hkapa-ddadmin@odgers.com), preferably on or before 3 October 2025. Review of applications will continue until the post is filled.

The Academy reserves the right not to fill the position. For further details about the Academy, please visit its website at www.hkapa.edu.