

Position Available – Program Officer

(Ref. PO/2021/06/MS)

Organization Description

Founded in 2010 under the vision of renowned cellist Trey Lee, Musicus Society (www.musicussociety.org, the “Society”) is a registered charity devoted to promote music through cross cultural collaboration with projects such as the annual Musicus Fest, Musicus Heritage and year-long music education program Musicus Inspires!. In recent years, the Society has been expanding with new projects and initiatives in Hong Kong and overseas in support of its mission. Musicus Society is financially supported by the Art Development Matching Grants Scheme of the Government of the Hong Kong Special Administrative Region.

Job Description

- Acting as project coordinator in implementing concerts, education events and student training program
- Responsibilities include:
 - liaising, coordinating and implementing logistics (such as scheduling, event flow, event budget, artist hospitality, etc.) with the following parties:
 - performing artists and/or their agencies, rehearsal and performance venues, instrument rental parties, hotels, contractors, etc.
 - education program speakers, performers, school teachers and community organizations, etc.
 - student training program’s audition panel, instructors, venues, students/parents, etc.
 - assisting in concert production duties and education program promotion;
- Working location: Chai Wan

Requirements

- A degree holder, preferably majored in music;
- Minimum 3 years of work experience in arts administration or arts education;
- Experience in event management and/or educational projects will be an advantage;
- Highly detail-oriented, organized and resourceful with excellent interpersonal, communications and problem solving skills;
- Fluent in English and Chinese, Mandarin will be an advantage;
- Competence in IT including Excel

Benefits

- 5-day week, Medical plan

Compensation

Salary offered will be commensurate with experience and qualification.

Application

Any interested party should apply with a cover letter and full resume stating present and expected salary, and earliest availability. Such information should be sent to: hr@musicussociety.org on or before **25 June 2021**.

Applicants not invited for interviews within 8 weeks after submitting their applications may assume their applications are not successful.

Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. Musicus Society reserves the right to consider late application and not offer any appointment for the post advertised.

誼樂社有限公司 **Musicus Society Limited**

香港柴灣柴灣道 238 號青年廣場 9 樓 912 室 Unit 912, 9/F, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong
電話 Tel: +852 5721 2291 | 傳真 Fax: +852 3011 5609 | 電郵 Email: enquiries@musicussociety.org | www.musicussociety.org