



Position Available – Program Officer (Ref. PO/2026/06/MS)

Organization Description

Founded in 2010, Musicus Society (www.musicussociety.org) is a registered charity devoted to promoting cross-cultural collaboration of music internationally with four major programs: an annual festival Musicus Fest, a year-long chamber music series Musicus Heritage, an education program Musicus Inspires!, and a recently formed chamber ensemble Musicus Soloists Hong Kong.

The Society is a dynamic and teamwork-oriented organization. It is financially supported by the Art Development Matching Grants Scheme of the Hong Kong SAR Government, the Hong Kong Jockey Club Charities Trust, and private and publicly listed organizations.

Job Description

Acting as project coordinator, supporting the full project lifecycle from planning and coordination to on-ground execution for concerts, education events, and student training programs (local and overseas). Working closely with a passionate and dedicated team, responsibilities include:

- Coordinating end-to-end operational logistics, including travel and accommodation arrangements, venue and rehearsal space bookings, transportation scheduling, event flow, budget tracking, and artist hospitality, to ensure the smooth and timely execution of all events
- Liaising with a diverse network of partners, including performing artists and agencies, venues, instrument rental providers, hotels, travel agencies, contractors, education speakers and performers, school teachers, community organizations, audition panels, instructors, students, and parents, to facilitate effective communication and collaboration
- Managing music libraries and coordinating music materials for rehearsals and concerts
- Assisting in concert production duties, education program delivery, and evaluation
- Participating in office administrative duties and assignments as required

Requirements

- A degree holder, preferably majored in music or cultural management
- Minimum 2 years of work experience in arts administration, arts education, or event management
- Highly detail-oriented and organized, with excellent interpersonal and problem-solving skills
- Fluent in English and Chinese, Mandarin will be an advantage
- Competence in IT, including Excel
- Working location: Chai Wan

Compensation and Benefits

- Salary offered will be commensurate with experience and qualifications
- Comprehensive medical plan

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 **13 July 2026**. 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 the 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.

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