



Position Available – Project Manager / Assistant Manager (1-year Contract) (Ref. PM-AM/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

Reporting to senior management, the successful candidate will participate in and take ownership of key projects assigned. Responsibilities include:

- Lead the planning, delivery, and evaluation of a range of events, from concerts, tours, and educational activities, to private events for sponsors and donors;
- Oversee logistics, production, and technical requirements, while coordinating with marketing and fundraising teams;
- Liaise with partners, from artists, agents, promoters, hotels, schools, designers, and other third parties to keep projects on track;
- Manage budgets, track project progress and milestones, and report insights to senior management;
- Maintain excellent records and databases of all activities or participants, and prepare surveys and reports as necessary; and
- Attend rehearsals and concerts, and participate in ad-hoc projects, office administrative duties, and assignments as required.

Requirements

- A degree holder (preferably Music or Cultural Management), with a minimum of 4 years of experience in arts administration, or performing arts production;
- Experience in event management and/or educational projects will be an advantage;
- Highly detail-oriented, organized, and resourceful with excellent interpersonal, communication, and problem-solving skills;
- Fluent in English and Chinese (Mandarin an advantage);
- Competence in IT, including Excel;
- Working location: Chai Wan.

Candidate with less experience and qualification will be considered as Assistant Manager.

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 applications and not offer any appointment for the post advertised.

MUSICUS

T +852 5721 2291
F +852 3011 5609
E enquiries@musicussociety.org

Musicus Society Limited
Unit 813, 8/F Youth Square
238 Chai Wan Road, Chai Wan
Hong Kong

誼樂社有限公司
香港柴灣樂灣道238號青年廣場8樓813室

WWW.MUSICUSSOCIETY.ORG