



Position Available – Project Manager (Contract Position) (Ref. PMMH/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 the senior management, the Project Manager will lead and oversee the full project lifecycle of the Hong Kong Jockey Club Community Project Grant Musicus Heritage Stories project (the “Project”). Working closely with a dynamic team and the Artistic Director, responsibilities include:

- Leading the execution of all matters related to the Project, including the production and marketing of concerts, educational programs, outreach activities, and exhibition curation;
- Contributing ideas to enhance the Project’s content, presentation, and audience engagement;
- Leading communication and liaison with internal and external parties, including funders, heritage partners, content providers, and contractors, to ensure smooth Project delivery;
- Setting project timelines, milestones, deliverables, and tracking progress to ensure timely completion;
- Managing Project budget and KPIs to ensure KPIs are met within the approved budget;
- Preparing activity and financial reports, as well as conducting impact assessments;
- Participating in ad-hoc projects/assignments as required.

Requirements

- Minimum 8 years of full-time work experience with at least 3 years of full-time work experience in project management, preferably including experience in performing arts or cultural management;
- Experienced in working in a small office/a small team at an NGO will be helpful;
- Knowledge of music, history, and other art disciplines will be an advantage;
- Excellent interpersonal and leadership skills with good common sense, resourceful, detail-oriented, creative, and a good team player;
- A degree holder, preferably majored in music or cultural management
- Fluent in English and Chinese, Mandarin will be an advantage
- Working location: Chai Wan

Compensation and Benefits

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

Application

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 **22 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
香港柴灣柴灣道238號青年廣場8樓813室

WWW.MUSICUSSOCIETY.ORG