



藝術總監 ARTISTIC DIRECTOR  
李垂誼先生  
MR TREY LEE

榮譽贊助人 HON. PATRON  
董建華先生  
THE HON TUNG CHEE HWA, GBM

**Position Available – Marketing Manager/Assistant Manager** (Ref. MM/2022/04/MS)

**Organization Description**

Founded in 2010 under the vision of renowned cellist Trey Lee, Musicus Society (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**

Assist the Senior Manager to promote the Society and its concerts, education events and student training program in Hong Kong and abroad. Responsibilities include:

- Prepare write-ups, press releases, key-selling points, social media feeds and/or program notes for events/concerts, briefing copywriters as necessary;
- Produce high quality and timely publicity materials for both online and offline channels, working with designers, photographers, videographers or other contractors as necessary;
- Identify suitable online and offline paid or non-paid channels to expand the reach and exposure of the Society, negotiating with sales executives as necessary;
- Maintain good communication with internal and external stakeholders, including PR agencies, artists, press, media, event partners and other contractors;
- Monitor ticket sales, event registration as well as marketing budgets;
- Consolidate post event/concert figures and produce round-up reports.
- Participate in ad-hoc projects/assignments as required.

**Requirements**

- A degree holder, preferably with knowledge or interest in classical music;
- Minimum 8 years of work experience with at least 5 years of full-time work experience in marketing, advertising or public relations;
- Experience in arts marketing or a small to medium size NGO will be an advantage;
- Strong managerial and multi-tasking skills, detail-oriented, organized and resourceful with excellent interpersonal, communications and problem solving skills;
- Good command of both spoken and written English and Chinese;
- Competence in IT including Microsoft Office and Adobe Creative Suite (particularly Illustrator and/or Photoshop); knowledge in CMS and/or CRM will be an advantage.
- 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 qualification.
- 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](mailto:hr@musicussociety.org) on or before **5 May 2022**. 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.

**MUSICUS**

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