



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 – Project Manager** (Ref. PM/2022/06/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**

Assisting the Senior Manager in supervising the execution of Musicus Heritage Project.

Responsibilities include:

- Planning and overseeing the production of concerts, events, and education programs;
- Coordinating with sponsor(s), monitoring the project budget and output, preparing surveys, reports and presentations with statistical data, ensuring KPIs are met;
- Coordinating with artists, working team and third parties to ensure project delivery;
- Planning, liaising, coordinating, and implementing logistics (such as scheduling, event flow, event budget, artist hospitality, event license application etc.) with different parties, including venues partners, government bodies, event organizers, travel agencies, hotels, production and technical team, speakers, school teachers, etc, to ensure quality and smooth execution; and
- 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 the arts administration, preferably including experience in programming/event/project management/education;
- 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 skills with good common sense, resourceful, detail-oriented, and a good team player;
- Excellent English written skills; fluent in English and Cantonese, and Putonghua preferably;
- Competence in IT, including Excel and PowerPoint;
- A degree holder or above and
- Working location: Chai Wan.

**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 **21 June 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 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.

**MUSICUS**

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