



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 – Assistant Project Manager/Project Coordinator (Ref. APM/2022/07/MS)

Musicus Society (the “Society”) was founded in 2010 as the vision of cellist Trey Lee to become an international music organization with quality performances and world-class home-grown artists. The Society’s mission is to promote cross-cultural collaboration of music internationally between top local and overseas artists through performances and by nurturing the next generation of talent. Each year, the Society presents Musicus Fest, Musicus Heritage, and *Musicus Inspires!* education programs. The 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 Managers and Project Manager in the execution of the Musicus Heritage Project. Responsibilities include:

- Assist in the production and planning of concerts, events, and education programs, including liaison and logistics implementation with venues, school teachers, artists/instructors, community organizations, students/parents, and other parties;
- Assist in the production and planning of marketing, advertising, and PR activities; including liaison with designers, photographers, videographers, and other parties;
- Help ensure Project KPIs are met within the Project budget;
- Help prepare sponsorship reports and maintain a good record of all Project activities, including attendance, surveys, marketing archives, expenses records, etc;
- Participate in ad-hoc projects/assignments as required.

Requirements

- Minimum 5 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/marketing/project management;
- Experienced in working in a small office or team at an NGO will be helpful;
- Knowledge of music, history, and other art disciplines will be an advantage;
- Excellent English written skills; fluent in English and Cantonese;
- Excellent interpersonal skills with good common sense, detail-oriented, and a good team player;
- 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. Applicants with less experience will be considered as Project Coordinator.
- Comprehensive medical plan

Application

Interested parties 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 **28 July 2022**. Those 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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