



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 (Contract Position)** (Ref. PM/2023/09/MS)

### **Organization Description**

Founded in 2010 under the vision of renowned cellist Trey Lee, Musicus Society (the “Society”) is a registered charity devoted to promoting cross-cultural collaboration of music internationally with projects such as Musicus Fest, Musicus Heritage, *Musicus Inspires!* and the recently formed chamber ensemble Musicus Soloists Hong Kong. Musicus Society is financially supported by the Art Development Matching Grants Scheme of the Government of the Hong Kong Special Administrative Region.

### **Job Description**

Report to the senior management in supervising the execution of the Musicus Heritage Project (the “Project”). Responsibilities include:

- Working with team members in planning, developing, and executing Project ideas;
- Leading the execution of all matters related to the Project, including the production and marketing of concerts, educational programs, and related outreach activities;
- Overseeing the implementation of logistics (such as application of licenses, event workflow and checklist preparations, etc) and working with internal and external parties to ensure smooth Project delivery;
- Developing, implementing, and executing strategic marketing and publicity plans for the Project (such as production of online and offline publicity materials, concert programs, audio and visual archives, etc);
- Monitoring Project progress and budget, ensuring all KPIs are met within the approved budget;
- Coordinating with sponsor(s), preparing quarterly reports and evaluating Project performance to ensure stakeholders’ satisfaction;
- 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 project management/programming and marketing/education and outreach;
- 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, and a good team player;
- Excellent English written skills; fluent in English and Cantonese;
- 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 **8 December 2023**. 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**

T +852 5721 2291  
F +852 3011 5609  
E [enquiries@musicussociety.org](mailto: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](http://WWW.MUSICUSSOCIETY.ORG)