



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 Officer (Contract) (Ref. PO)

Organization Description

Musicus Society was founded in 2010 to become an international music organization with quality performances and world-class homegrown artists. As a registered charity, the Society promotes the cross-cultural collaboration of music internationally through Musicus Fest, Musicus Heritage, Musicus Inspires!, and Musicus Soloists Hong Kong.

Job Description

Be a team player to assist in the planning, development, and execution of the Musicus Heritage project and other ad-hoc assignments as required. Responsibilities include:

- Project Coordination: Assist in heritage site research, as well as planning and development of community and educational events, including liaison with such third parties as event venues, school teachers, artists/instructors, community organizations, students, and parents;
- Project Communication: Assist in the promotional and recruitment activities of concerts and events, including production of high-quality and timely publicity materials for both online and offline channels; liaison with designers, photographers, videographers, or other contractors as necessary;
- Project Support: Assist in music concert production, ticketing and event recruitment, logistics arrangements, and on-site event support for all project activities;
- Project Monitoring and Reporting: Assist in budget control, procurement, production of project reports, including collection of data, survey preparation, and data analysis;
- Project Documentation: Manage project documentation, including photo and video archive, and project asset management.

Requirements

- A degree holder or above, with a minimum of 3 years of full-time work experience with at least 1 year 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/a small 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, and Putonghua preferably;
- Excellent interpersonal skills with good common sense, detail-oriented, and a good team player;
- Competence in IT, including Excel and PowerPoint;
- 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 on or before **19 June 2025**. 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

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