



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 – Manager / Assistant Manager (Ref. M/AM)

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

Assisting senior management to plan and implement concerts, education, and community events, as well as young artists programs in Hong Kong and abroad. Responsibilities include:

- Assisting with the management and development of the Musicus Soloists Hong Kong ensemble, including artist liaisons, contract preparation, tour management, artist servicing, and coordination with overseas presenters;
- Planning, coordinating, and implementing event logistics of various concerts and events, including: scheduling, flight and visa, event budget and payment, artist hospitality, reports, etc;
- Liaising with different parties, including: event organisers and/or presenters, production and technical team, venue partners, travel agencies, speakers, etc;
- Attending rehearsals and concerts to manage artistic and technical personnel;
- Assisting in devising content for educational events;
- Participating in ad-hoc projects/assignments, and occasional travel as required.

Requirements

- A degree holder, preferably majored in music or arts management;
- Minimum 5 years of work experience in arts administration or event management;
- Experience in performing arts, arts education, and/or classical music industry will be an advantage;
- Highly detail-oriented, organized and resourceful with excellent interpersonal, communication and problem-solving skills;
- Fluent in English and Chinese, Mandarin will be an advantage;
- Competence in IT including Excel and PowerPoint
- 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 qualifications.
- 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 **25 Nov 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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