

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

Organization Description

Founded in 2010, Musicus Society (www.musicussociety.org) is a registered charity devoted to promoting cross-cultural collaboration of music internationally with four major programs - an annual festival Musicus Fest, a year-long chamber music series Musicus Heritage, an education program Musicus Inspires!, and a recently formed chamber ensemble Musicus Soloists Hong Kong.

The Society is a dynamic and team-work oriented organization. It is financially supported by the Art Development Matching Grants Scheme of the Hong Kong SAR Government, the Hong Kong Jockey Club Charities Trust, private and publicly listed organizations.

The Role

This is an opportunity for anyone excited to build and help shape our newly formed ensemble Musicus Soloists Hong Kong (www.musicussoloistshk.org). We are looking for individuals with an international vision and a desire for multi-faceted growth.

The candidate will work alongside our international Artistic Director and veteran executives from prestigious organizations in North America and Chinese-speaking regions, collaborating closely with ensemble musicians and cross-functional teams. The role also offers exposure to high-level partners and donors, while working with technical and implementation teams.

- **Artist Management** – manage Musicus Soloists Hong Kong in all artist-related matters, including overseas touring, album recording, contracting, liaising with presenters, ensemble’s master calendar, artist availability, biographies and publicity materials. Candidate will also participate in programming meetings.
- **Production** – plan and implement Musicus Soloists Hong Kong’s event logistics, including but not limited to scheduling, flights and visas, budgeting, payments and artist hospitality. Candidate is expected to travel with the ensemble.
- **Fundraising** – develop Musicus Soloists Hong Kong’s sponsorship proposals, service sponsors, and prepare follow-up reports (including coordinating with accountants on audit reports).
- **Team Work** – occasionally participate in non-Musicus Soloists Hong Kong projects as part of a collaborative team effort.

Requirements

- A degree holder; knowledge in classical music will be an advantage;
- Minimum 5 years of experience in event management within performing arts or arts education in classical music industry;
- Detailed-oriented, organized and resourceful with excellent interpersonal, communication and problem-solving skills, able to travel;
- Fluent in English and Chinese, Mandarin will be an advantage;
- Proficient in AI tools and Microsoft Office (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

Interested party should apply to: hr@musicussociety.org with a cover letter and resume stating present and expected salary, and earliest availability. Applicants not contacted within 8 weeks after applying may consider their applications unsuccessful. Personal data collected will be treated in confidence and used for recruitment only. Musicus Society reserves the right to consider late submissions and not offer appointment for the post advertised.