



**Position Available – Marketing & Development Manager/Assistant Manager** (Ref. MM/2026/05/MS)

**Organization Description**

Musicus 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. The Society is financially supported by the Art Development Matching Grants Scheme of the Government of the Hong Kong Special Administrative Region.

**Job Description**

Assist the Senior Management in promoting the Society and its programs to various stakeholders, including sponsors, donors, and the general public. Responsibilities include:

- Implement marketing and fundraising strategies that align with the Society's mission;
- Conduct market and donor research to identify target audience and opportunities;
- Produce quality publicity materials to meet ticket sales, including write-ups for online and offline marketing campaigns, social media content creation, press releases preparation, etc;
- Prepare compelling sponsorship materials and presentations to meet fundraising targets, including proposals, members' newsletters, reports, etc;
- Maintain donors' and membership database and monitor beneficiaries' feedback to ensure KPIs of funded projects are met;
- Coordinate PR, fundraising and members' events;
- Attend the Society's events and participate in ad-hoc projects/assignments as required.

**Requirements**

- A degree holder, preferably with knowledge or interest in classical music;
- Minimum 5 years of work experience with at least 3 years of full-time work experience in marketing, customer servicing, public relations, event management or fundraising;
- Experience in working for a small to medium-sized NGO will be an advantage;
- Strong managerial and multi-tasking skills, detail-oriented, organized, and resourceful with excellent interpersonal, communication, and problem-solving skills;
- Good command of both spoken and written English and Chinese;
- Competence in IT, including Microsoft Office and Adobe Creative Suite (particularly Illustrator and/or Photoshop); knowledge of CMS and/or CRM will be an advantage.
- Working location: Chai Wan

*Candidates 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, and send the information to: [hr@musicussociety.org](mailto:hr@musicussociety.org). Review of applications will continue until the post is filled. 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 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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