



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 – Artistic Planner** (Ref. AP/2022/03/MS)

#### **Organization Description**

Founded in 2010 under the vision of renowned cellist Trey Lee, Musicus Society (the “Society”) is a registered charity devoted to promote cross-cultural collaboration of music internationally with projects such as the annual Musicus Fest, Musicus Heritage and year-long music education program *Musicus Inspires!*. In recent years, the Society has been expanding with new projects and initiatives in Hong Kong and overseas in support of its mission. 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 the Artistic Director and General Manager and working in conjunction with Musicus Society’s Programming Committee to plan and implement concerts and events in Hong Kong and abroad. Responsibilities include:

- Work with Artistic Director closely to implement his programming ideas and vision
- Liaise & pitch to presenters all Musicus Society artists internationally
- Assist Artistic Director to identify and invite cross border artists and orchestras to Hong Kong
- Manage budget, negotiation and closing contracts with presenters and artists locally and internationally
- Coordinate with production, marketing and development teams during negotiation, pre & post contract stage
- Tour with production Team; and
- Participate in ad-hoc projects/assignments as required.

#### **Requirements**

- A degree holder, preferably majored in music;
- Minimum 8 years of relevant work experience in arts administration or artist management;
- Highly detail-oriented and resourceful with excellent negotiation, interpersonal, communications and problem solving skills;
- Fluent in English, Mandarin will be an advantage;
- Able to travel; and
- Competence in IT including Excel and PowerPoint.

#### **Compensation and Benefits**

- Salary offered will be commensurate with experience and qualification; and
- 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 **31 March 2022**. 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 application and not offer any appointment for the post advertised.

**MUSICUS**

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