

Position Available – Senior Manager/Director

(Ref. SM/2021/01/MS)

Organization Description

Founded in 2010 under the vision of renowned cellist Trey Lee, Musicus Society (www.musicussociety.org, the “Society”) is a registered charity devoted to promote music through cross cultural collaboration 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

- Working closely with the Artistic Director and Council sub-committee members to execute, pitch and develop existing and new programming initiatives of the Society;
- Lead a few-member team in managing and implementing the production of Musicus Fest, Musicus Heritage, Musicus Inspires! and new initiatives in Hong Kong and overseas;
- Managing artist negotiation and servicing, including drafting of artist contracts, logistic planning and scheduling for local and overseas artists and/or their agencies;
- Attending rehearsals, concerts and tours as required and be available to work on evenings or weekends as necessary
- Managing sponsors and funders’ requirements and ensuring timely project delivery; and
- Working with the GM to prepare grant applications, sponsorship proposals, budgets, reports, council meetings, annual general meetings and general communications with Council members.

Requirements

- Minimum 12 years of full-time work experience with at least 5 years of full-time work experience in the arts administration, preferably with experience in programming, concert production/event management, sponsor or artist servicing, and managing a small team;
- Experienced in working at an entrepreneurial environment and/or a small to medium size NGO will be helpful;
- Passionate in arts administration with good knowledge in classical music;
- Highly detail-oriented, organized, excellent communications, problem-solving and negotiation skills;
- Excellent English and/or Chinese written skills, fluent in English and Cantonese, and Putonghua preferably;
- Excellent inter-personal skills with good common sense, detail-oriented, and a good team player;
- Competence in IT including Excel;
- A degree holder or above and
- Working location: Chai Wan.

Benefits

- 5-day week, Medical plan

Compensation

- Salary offered will be commensurate with experience and qualification.

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. Candidates with less experience will be considered as Manager. 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.

誼樂社有限公司 Musicus Society Limited

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