



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 – Program Officer** (Ref. PO/2025/01/MS)

### **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**

- Acting as project coordinator in implementing concerts, education events, and student training program (local and overseas)
- Responsibilities include:
  - liaising, coordinating, and implementing logistics (such as scheduling, event flow, event budget, artist hospitality, etc.) with the following parties:
    - performing artists and/or their agencies, rehearsal and performance venues, instrument rental parties, hotels, travel agencies, contractors, etc.
    - education program speakers, performers, school teachers and community organizations, etc.
    - student training program’s audition panel, instructors, venues, students/parents, etc.
    - manage music libraries and organise music for concerts;
  - assisting in concert production duties and education program promotion;
  - participating in office administrative duties and assignments as required.

### **Requirements**

- A degree holder, preferably majored in music or cultural management;
- Minimum 2 years of work experience in arts administration, performing arts or arts education;
- Experience in event management and/or educational projects 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;
- Working location: Chai Wan.

### **Compensation and Benefits**

- Salary offered will be commensurate with experience and qualification.
- 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 **21 February 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 application and not offer any appointment for the post advertised.

**MUSICUS**

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