



Education Officer Job Description

Availability: Immediate

Company: Hong Kong String Orchestra (HKSO)

Type: Full-time/Part-time

Location: Tin Hau, Eastern District

About Us:

Hong Kong String Orchestra (HKSO), founded by internationally distinguished violinist Prof. Jue Yao SBS, BBS, JP, is Hong Kong's flagship professional string ensemble and leading cultural institution.

As Hong Kong's trusted global cultural ambassador, HKSO features a distinctive East-meets-West artistic positioning. It has delivered high-calibre performances across 14 countries and 52 cities, earning consistent acclaim at home and abroad.

Committed to cultural innovation, cross-border collaboration and Greater Bay Area cultural advancement, the Orchestra continues to elevate Hong Kong's international cultural standing and brand influence.

Why Join Us?

You will support the delivery of HKSO's education programmes across student coordination, lesson scheduling, stakeholder communication, rehearsals, and events. Through direct involvement in programme operations, you will develop practical, transferable expertise in communication, planning, stakeholder management and event coordination—building a strong foundation for long-term growth in education, arts administration or programme management.

Our Education Programmes

This role supports music education initiatives operated by HKSO and its affiliated organisations, including the Asia Youth String Orchestra (AYSO), covering youth orchestra training, instrumental learning, rehearsals, performances and community music activities.

Responsibilities:

- **Programme Coordination:** Manage lesson, rehearsal and annual programme

schedules for the education programmes and communicate schedule changes with teachers, families and partner schools.

- ***Student Administration:*** Handle attendance, consent forms, student registration, withdrawal procedures, class enquiries and programme records.
- ***Communication:*** Act as a key point of contact for students, parents and teachers, responding to enquiries regarding lessons, rescheduling, teacher leave and performance opportunities.
- ***Rehearsal Support:*** Attend and monitor scheduled weekend rehearsals, follow up on attendance and classroom arrangements, and report urgent issues to the supervisor.
- ***Event Coordination:*** Support community concerts, student performances and education events, including schedule notifications, attendance confirmation, ticket arrangements, and assist in simple design work.
- ***Centre Support:*** Assist with front desk enquiries, lesson scheduling, instrument records, facilities maintenance and general education programme administration.
- ***Systems & Reporting:*** Update programme information using Excel, Microsoft Forms, OneDrive, DingTalk, SchoolTracs and other designated systems.

Requirements:

- Diploma or degree in Education, Arts Administration, Music, Business Administration or a related discipline, or equivalent practical experience.
- Relevant/previous experience in education programme administration, arts administration, customer service or centre operations would be preferred.
- Good command of spoken Cantonese and written Chinese and English; Mandarin would be an advantage.
- Strong communication and interpersonal skills when working with students, parents, teachers and partner organisations.
- Well-organised, detail-oriented and able to manage schedules, records and multiple tasks accurately.
- Proficient in Microsoft Office, particularly Excel; experience with Microsoft Forms, OneDrive, DingTalk, SchoolTracs, or Canva would be an advantage.
- Able to work independently, handle urgent situations calmly, and follow up on outstanding matters proactively.
- Available to work on Sundays and occasional Saturdays or event days according to programme schedules.
- Interest or experience in music, arts education, children or youth programmes would be an advantage.

How to Apply:



Please email your resume and portfolio (links or attachments) to

hkso@stringorchestra.org.hk with the subject "Education Officer Application –

[Applicant's Name]".