



The Metropolitan Youth Orchestra of Hong Kong (MYO) is a registered charity founded in 2003. Over the course of two decades, we've had the privilege of nurturing thousands of talented young musicians in Hong Kong. MYO's mission is to pursue artistic excellence, for MYO believes "Music Excellence with a Soul", as well as to serve the community through music, emphasising the pursuit of high standards in musical performance, technique, and artistic expression while highlighting the emotional depth, passion, and human connection to promote arts education and social inclusion.

Website: [www.myohk.org](http://www.myohk.org)

**Title: Orchestra Activity Assistant (part time)**

**Key responsibility**

1. Maintain the routine operation of the orchestra and attend weekend rehearsal
2. Take responsibility for planning, organizing, and executing events / workshop / social services to keep the bounding between MYO & parents /students
3. Understanding and addressing parents & students' needs, resolving service-related issues
4. Greet and meet parents & students in a professional and polite manner
5. Communicate with conductors or coaches to get their feedback or comments for parents & students
6. Coordinate logistics for orchestra activities, including scheduling, venue arrangements, and equipment setup.
7. Communicate with team regarding schedules, rehearsals, and events.
8. Maintain organizational records, including attendance and inventory of instruments and materials.
9. Provide administrative support at office for 1-3 days.
10. Assist in ad hoc duties if requested

**Qualifications**

11. Senior Secondary Level (HKCEE/HKDSE) or above
12. Knowledge of classical music or orchestral instrument would be an advantage

13. Flexible working hours but punctual, able to work in weekends or public holiday
14. Excellent command of English and Chinese, both written and spoken
15. Creative, detail-minded and can stand under pressure with tight timeline
16. Good team player with excellent communication skills, adaptive and self-reflective
17. Computer knowledge of Microsoft office, video editing would be a plus.

Applicants should send a detailed resumé with current and expected salaries to 'genevatam@hkpma.com.hk'.

All applications will be treated in the strictest confidence. Personal data collected will be used for recruitment purpose only