

Education & Outreach Officer
(1 year contract)

This position supports the Hong Kong Philharmonic's Education & Outreach team in its implementation of educational and community programmes, and the development of new initiatives to connect people of all ages with orchestral music. Applicants should embrace HK Phil's mission of making classical music accessible to new and diverse audiences, and particularly of providing meaningful orchestral experiences to young people. The successful applicant will gain valuable and unique experience in a busy arts education team.

Key Responsibilities:

- Provide administrative support to the Education and Outreach Manager in carrying out educational initiatives for children and adults, as well as implementing community outreach programmes;
- Assist with the planning and scheduling of school concerts, orchestra and ensemble visits, community performances, and open rehearsals;
- Assist with the creation and production of educational materials;
- Proofread printed and web materials before publication;
- Assist with the daily operation of the HK Phil's Young Audience Scheme;
- Prepare and distribute schedules and contracts;
- Maintain the database of the Education and Outreach team.

Requirements:

- A university degree in music, art, education or a related field is preferable;
- A passion for arts education and classical music and an interest in exploring a career in the performing arts;
- General music knowledge with the ability to read music is preferred;
- Excellent communication skills, including fluent spoken and written English and Chinese;
- Strong people skills, including the ability to interact with professional musicians;
- Highly detailed-oriented with excellent organizational skills and work ethnics;
- Ability to coordinate multiple projects simultaneously and to prioritize and meet deadlines;
- Strong computer literacy and experience with music notation software a plus;
- Proactive, resourceful and flexible and with a positive learning attitude;
- Experience in arts education and the organization of public events and/or performances is an advantage;
- Availability to work some evenings and weekends, on a rotational basis.

Applicants should send a detailed resumé with current and expected salaries to hr-ap@hkphil.org.

Application deadline: 7 October 2024. All applications will be treated in the strictest confidence.

www.hkphil.org

(Personal data collected will be used for recruitment purpose only)