



Foundation for the Arts and
Music in Asia Limited

Presenter of the Met: *Live in HD* in Hong Kong www.themetinhongkong.info

Room 1201, 12/F, Harcourt House,
39 Gloucester Road, Wanchai, Hong Kong.
Tel : (852) 2579 5533
Fax : (852) 2525 0648

The Foundation for the Arts and Music in Asia Ltd. was formed to increase the awareness of classical vocal music in Asia and to encourage participation in its promotion by individuals and both private and civic groups. The Foundation (FAMA) works with governmental agencies, private individuals and groups on a wide range of activities including the flagship programme, the Metropolitan Opera of New York in Hong Kong broadcasts of live performances and promotes community outreach to raise awareness of vocal music. The Foundation also supports selected individuals in the pursuit of their studies. The Foundation aims to be a supportive mechanism for audience and financial development for other Arts organisations.

We are now looking for a passionate individual as a Program Coordinator to join our team in the efforts on promoting awareness of classical music:

PROGRAM COORDINATOR

Duty and Responsibilities

- Coordinate classical music events and related programs, including our flagship program Met Live in HD, and other live performances
- Handle research, logistics, and other preparations to implement the programs
- Facilitate communications with internal and external stakeholders to collaborate and develop new programs
- To liaise and collaborate with local and international artists for performances
- To control budgets and create sales reports
- To edit and review written materials for publications when necessary
- To handle Social Media Platforms and other communications channel
- Perform ad-hoc tasks as required

Requirements

- Bachelor's Degree holder, preferably in Music, Cultural Management, Cultural Studies, the arts, or other relevant fields;
- Excellent command in writing and spoken Chinese and English
- Basic HTML knowledge is an advantage
- Knowledge in design softwares, such as Adobe Creative Suite, is an advantage
- Experience in Arts administration is a huge advantage; fresh graduates are also welcome
- Immediately available is highly preferred

Interested parties please send full resume with current salary, expected salary and availability to [**hr@fama.org.hk**](mailto:hr@fama.org.hk).

(Data collected would be used for recruitment purpose only.)