Hong Kong Gaudeamus Dunhuang Ensemble (HKGDE)

香港天籟敦煌樂團

Job Description – General Manager 總經理

Hong Kong Gaudeamus Dunhuang Ensemble ("HKGDE") was founded in 2018. Combining the Principles of respect and inheritance of Dunhuang culture with a purpose of education, we attempt to recreate and enliven musical scenes from over a thousand years ago in the paintings within the Dunhuang grottoes through our interpretation and academic cooperation of ancient Chinese music, in order to enhance and promote the Dunhuang culture and beyond.

香港天籟敦煌樂團於 2018 年成立，本著以人為本的教育理念及尊重、承傳文化的精神，以「行者」之心作樂，古樂新詮、古譜入音，致力通過敦煌古樂演繹及教育課程，弘揚敦煌文化和藝術。

We are recruiting a seasoned art administrator as our General Manager who is passionate to promote our above mission and lead a group of talented young musicians to reach new heights.
本團現招聘富有經驗的文化行政人員，作為我們的「總經理」職位，希望對本團理念認同，願意共同傳承中華文化、帶領一班有天賦、有才能的年輕音樂家取得更好發展的候選人加入我們。

HKAAA_JOB MKT

Job Description

- Support the Board of Directors to plan and implement the overall development strategy of the Organization;
- Support the Musical and Artistic Director to co-create commercially viable programmes and endeavor to provide feedback and implement growth for the overall performance of the Organization with musicians;
- Lead the administrative team to provide high quality and resourceful support to the HKGDE, including full range of reports, program management, daily operation and event coordination;
- Take a lead in funding applications and budget management, be responsible for soliciting the sponsorships;
- Manage special projects on planning, preparations, logistic coordination & manpower management;
- Prepare various financial and work reports, and work closely with the accountant on financial management;
- Develop excellent relations with governments, sponsors, vendors, media, schools in Hong Kong SAR, the Chinese Mainland, foreign countries, manage the external affairs for the Organization on education aspect.

職責

- 協助樂團理事會管理及統籌各項工作，策劃並落實樂團的整體發展策略；
- 協助樂團音樂及藝術總監創作可行性高的音樂作品，與樂師緊密合作，為樂團的表演發展提供意見及商業反饋，從而使樂團得到發展；
- 帶領行政團隊提供高質素及有效的行政協助工作，包括草擬各類報告及列表、安排樂團常規排練、活動策劃及時間協調；
- 負責基金及項目資助申請，準備項目財務預算、提供預算管理；

- 負責教育及演出項目的策劃、籌備及人手分配，安排所需之訓練；
- 負責項目財務分析和進度報告，與公司會計師一起密切管理樂團；
- 與香港、內地及海外的政府、贊助商、合作夥伴、媒體、學校等機構展開合作，統籌對外事務並支援樂團各項教育拓展及教育的工作。

Requirements:

- Degree with at least 5-year working experience and minimum 3 years in a supervisory position; Cultural Management, Marketing, Finance or Accounting major preferably;
- Management experience in the arts & culture organization would be an advantage;
- Excellent inter-personal skills with dedication, detail-oriented, and a good team player;
- Proficiency in computer skills including Word, Excel, Chinese Word processing;
- Fluent in English and Cantonese, and Putonghua preferably;
- Have a great passion for music, arts and Dunhuang culture is preferred.

入職條件及要求:

- 持大學學位或同等學歷，五年工作經驗（當中最少三年管理層經驗）；文化管理、市場學、金融/會計專業畢業生將獲優先考慮；
- 曾於表演藝術 / 藝術 / 文化相關機構作管理工作更佳；
- 細心、有責任心、具良好溝通及組織能力、有領導及團隊精神及能獨立完成工作；
- 熟悉一般電腦 (MSWord、Excel、PowerPoint 等)；
- 具備優秀中、英文溝通能力，懂得普通話更佳，熟悉中、英文電腦文字輸入；
- 對音樂、藝術或敦煌文化有興趣更佳。

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Working hours / 工時：: 5-day work　一周五天工作

* Many activities overseen by the General Manager take place on weekends and public holidays. Time off can be taken in lieu of such irregular overtime work.

* 籌辦演出或教育項目期間或需不定時/周六/假日工作，如需超時工作會以補假作為補償

Application

Any interested party should apply with a cover letter, full resume and a one-page introduction. Such information should be sent to: enquiry@gde.com.hk.

* Personal data collected will be treated in strictest confidence and will only be used for HKGDE recruitment purposes.

申請需知

應徵者請將個人履歷、1 頁的個人簡介及其他相關機構的推薦信電郵至 enquiry@gde.com.hk。

* 申請者所提供的資料將予保密及僅作行政內部使用。

查詢 Enquiry：2885 2698 / enquiry@gde.com.hk

網址 Website：www.gde.com.hk