



### **Assistant Manager (Production and Outreach) (12-month Contract)**

**Musica Viva** is a non-profit charitable organisation founded in October 2008 with the mission to promote performing arts of creative originality across diverse forms and genres, with a particular focus on the appreciation, study, education, and performance of music, opera, and vocal art. Led by Prof. Lo Kingman, SBS, MBE, JP, Musica Viva champions performing formats that demonstrate aesthetic refinement, genuine artistic content, and insightful interpretations presented with honesty and economy, while creating platforms for creative exploration and professional development for both emerging and established artists.

The captioned position is financially supported by **Intermediate Arts Administration/ Production Internship Programme** under the **Hong Kong Arts Development Council (HKADC)**, aiming to offer internship opportunities for talents through local arts groups or organisations, allow the interns to gain and develop their skills and knowledge, contributing to the long-term professional development of local art talents. Through this internship, the intern will develop advanced skills in production management, technical execution, editorial tasks, audience outreach, and marketing, and take part in the implementation and production of cultural exchange projects (including those that reached collaboration intentions during the “Hong Kong Performing Arts Expo”), contributing to promoting Hong Kong’s outstanding productions onto the international stages.

#### **Core Responsibilities**

Reporting to the Director-General, and collaborating closely with the core team, the intern will gain advanced practical experience in managing sizeable performing arts projects, organisational operations, and international collaboration:

- **Administrative Operations:** Support daily administrative operations of Musica Viva as a non-profit, including contract preparation, artist/partner liaison, travel/logistics coordination, and previous production archival tasks.
- **Sustainability & Outreach:** Assist in organisational sustainability efforts, such as strengthening venue/school partnerships for education and community outreach.
- **Marketing Coordination:** Coordinate bilingual marketing and publicity (English/Chinese), including social media campaigns (Facebook, Instagram, WeChat, Xiaohongshu), email newsletters, press releases, and audience analytics to enhance arts appreciation.
- **Compliance & Networking:** Participate in HKADC-required activities, such as the Legal Workshop, HKPAX 2026 promotion (e.g., pass purchase or booth rental), and internal strategic meetings.

- **Production Lifecycle:** Contribute to the full lifecycle of Musica Viva's 2026/27 programme, including artist auditions, production scheduling, technical production support, editorial tasks, and targeted marketing for diverse audiences.
- **International Touring:** Actively participate in and coordinate the logistics and execution of mandatory overseas collaborative arts projects.

### Requirements

- **Experience & Aspiration:** Must possess at least 4 years of professional work experience in arts administration or arts production, with a clear aspiration for long-term career growth in the sector.
- **Residency:** Must be a permanent resident of the Hong Kong Special Administrative Region aged 18 or above.
- **Strict Funding Eligibility:** Must NOT be a current full-time employee of Musica Viva, nor have been employed full-time by the company within the past 12 months.
- **Technical Knowledge:** Proven, comprehensive understanding of the theatre environment and performing arts production lifecycles, including firsthand familiarity with professional backstage operations, staging schedules, and technical production coordination.
- **Overseas Aptitude:** Strong capability to coordinate complex cross-border artistic logistics and production schedules. Previous experience in overseas productions, touring operations, or international arts studies is a distinct advantage.

### Remuneration & Benefits

- Monthly Salary: HK\$30,000
- Benefits: 7 days of annual leave, MPF, and comprehensive labour insurance coverage.

### Application Process

Interested parties please apply with a full Résumé/CV and availability to [info@musicavivahk.org](mailto:info@musicavivahk.org). Candidates who are shortlisted for an interview will receive a formal invitation.

*All personal data provided by job applicants are used only for recruitment purposes and will be treated confidentially. Unsuccessful applications will be properly disposed of within 3 months.*



*This position is supported by Intermediate Arts Administration/ Production Internship Programme under the Hong Kong Arts Development Council.*