

Hong Kong Inter-School Choral Festival

Artistic Coordinator and Assistant Conductor

Job Description

Report to the Artistic Director, the **Artistic Coordinator and Assistant Conductor** will be responsible for:

- Working closely with the different teammates to assist in organizing the Hong Kong Inter-School Choral Festival;
- Assisting in weekly rehearsals for Hong Kong Inter-School Choir to prepare the choirs for their annual performance;
- Assisting in workshops by local and international conductors and vocal pedagogues and choir clinics and exchanges at participating primary and secondary schools;
- Coordinating and providing artistic support for choral concerts presented by the organisation
- Assisting in preparing choral instruction materials, reviewing and editing video footages, and providing other artistic support to other programmes/projects of the organisation.
- Assisting with concerts/programme production duties, and;
- Performing ad hoc assignments and other duties as required to support the organisation's mission and objectives.

You should have/be:

Education

Bachelor's Degree in music, (choral experience a plus), Master's degree preferred.

Experience

Minimum 3 years of relevant working experience in music, arts and cultural sector, or a related field, preferably with exposure to NGOs, Government, or public and social service settings. Candidates with more experience may be considered for the position of Senior Artistic Coordinator and Assistant Conductor.

Requirements

- Keen interest and prior experience in conducting
- Good command of written and spoken English and Chinese.
- Good interpersonal and teamwork skills, strong drive and career interest in charity work.
- Demonstrated passion for arts and culture, especially in choral music or music fields.
- Responsible and enthusiastic individual with creative energy and self-initiative, able to work under pressure and meet tight deadlines.
- Quick thinker, confident and well-organised, flexible, and have the ability to multitask and do what it takes to get the job done.
- Ability to handle sensitive and confidential information with discretion.
- Proficient in MS Office and other related software.
- Hong Kong permanent resident aged 18 or above.

Application Process

The Hong Kong Virtuoso Chorus Limited is an equal opportunity employer. Interested candidates should email their cover letter, CV, expected salary with contact information to info@hkvchorus.org by 20 Mar 2025.

The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within six weeks may consider their applications unsuccessful.