



THE  
HONG  
KONG  
VIRTUOSO  
CHORUS



HKICF  
BY HKVC

## Hong Kong Inter-School Choral Festival Senior Officer (External Affairs)

### Job Description

Report to the Manager (External Affairs), the **Senior Officer (External Affairs)** will be responsible for:

- Working closely with the Manager (External Affairs) to assist in executing public relations campaigns to enhance the organisation's visibility and reputation;
- Maintaining and nurture positive relationships with the media, stakeholders, and community partners;
- Serving as the primary point of contact for media inquiries and managing media relations;
- Developing and disseminating press releases, media kits, and other communications materials;
- Assisting in the copywriting and editing of materials for social media, concerts, programmes, and other organisational initiatives;
- Supporting events, press conferences, and other promotional activities, 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 communications, marketing, creative media, or related fields preferred.

#### Experience

Minimum 3 years of relevant working experience in external affairs, public relations 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 Assistant Manager.

#### Requirements

- Excellent 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.
- Proficiency in using media monitoring tools, social media platforms and relevant software applications.
- Ability to handle sensitive and confidential information with discretion.
- 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](mailto: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.