

Hong Kong Inter-School Choral Festival

Senior Officer (Programme)

Job Description

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

- Working closely with the different teammates to assist in executing the HKICF Programmes, including programme planning, budgeting, archival records and related administration work;
- Maintaining good relationships, communicating effectively with all levels in and out of the organisation, including vendors, collaborators, schools, NGOs, and other key stakeholders;
- Assisting with concerts/programme production duties;
- Performing administrative support for efficient programme management, including collection of attendance records, programme surveys, preparing programme materials and reports, 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 cultural management, music, cultural studies, or related fields preferred.

Experience

Minimum 3 years of relevant working experience in 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 Assistant Manager.

Requirements

- 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.
- Proficient in MS Office 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 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.