



## **Job Advertisement: Orchestra Administrative Staff (Part-Time)**

### **About Us**

The Metropolitan Youth Orchestra of Hong Kong (MYO) is a registered charity founded in 2003. Over the course of two decades, we've had the privilege of nurturing thousands of talented young musicians in Hong Kong. MYO's mission is to pursue artistic excellence, for MYO believes "Music Excellence with a Soul", as well as to serve the community through music, emphasising the pursuit of high standards in musical performance, technique, and artistic expression while highlighting the emotional depth, passion, and human connection to promote arts education and social inclusion.

### **Key Responsibilities:**

- Assist in setting up and organizing weekly orchestra weekend rehearsals.
- Provide logistical support during rehearsals and auditions.
- Manage attendance records and assist in distributing rehearsal materials.
- Assist in tuition fee collection, record-keeping, and tracking.
- Support with other administrative tasks as needed.

### **Requirements:**

- Availability to work weekends for orchestra rehearsals and auditions is a must.
- Ability to work in the office at least once a week.
- Basic knowledge of music and orchestral instruments.
- Passion for working with children and young musicians.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal abilities.
- Prior experience in music education or administration is advantageous.