



Founded in 2003, PMA Music Foundation (PMF) works with renowned musicians and inspirational figures around the world to touch lives through music, to bring hope and care to the needy ones. PMF holds the mission of “Music to serve, Music to heal, Music to enjoy and Music to inspire”. Curating music events and utilizing music as a tool to educate the community and the young generation for a serving and thankful heart with appreciation. As of today, having organized over 120 events in Hong Kong, the beneficiaries comprised more than 20 local or global social organizations which serve children of blind, deaf, autism, mentally or physically handicapped, cancer, illiterates, children from deprived family as well as the elderly. In 2019, PMF founded the Music Angel Orchestra, an ensemble for autistic students, and the True Colors Symphony, which is an inclusive orchestra with a choir serving the able and differently-able. The position will be responsible for the Music Angel Orchestra, True Colors Symphony and other new projects at schools/community.

Website: www.pmf.org.hk

We are expanding our team and looking for

Assistant Project Manager

A candidate with less experience will be considered as Senior Project Officer.

Responsibilities:

- Project Management - Organizing, implementing and executing projects of social value
- Marketing and Promotion – Create promotional content
- Communication and Coordination - Facilitate the communication and keep a harmonious relationship between different stakeholders
- Development – Assist in report writing, following up with existing sponsors and exploring other sources of funding
- Perform ad hoc assignments as required

Requirements:

1. University graduate in music, communication, marketing or other related discipline, with 3 years of working experience
2. Working experience in arts and cultural, social entrepreneur, public relations and communications or knowledge in art would be an advantage
3. A can-do attitude is a must! Proactive, detail-minded, responsible, adaptable with tactful communication and interpersonal skills
4. Flexible working hours, able to work on weekends or public holiday
5. Excellent command of English and Chinese, both written and spoken
6. Computer knowledge of Microsoft Office, familiar with design software and video editing would be a plus

Please send a detailed resumé and cover letter with current and expected salaries to Mr. Ignatius Ho at <account@hkpma.com.hk>. All applications will be treated in the strictest confidence. Personal data collected will be used for recruitment purposes only.