



Foundation for the Arts and
Music in Asia Limited

Presenter of the Met: *Live in HD* in Hong Kong www.themetinhongkong.info

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The Foundation for the Arts and Music in Asia Ltd. was formed to increase the awareness of classical vocal music in Asia and to encourage participation in its promotion by individuals and both private and civic groups. The Foundation (FAMA) works with governmental agencies, private individuals and groups on a wide range of activities including the flagship programme, the Metropolitan Opera of New York in Hong Kong broadcasts of live performances and promotes community outreach to raise awareness of vocal music. The Foundation also supports selected individuals in the pursuit of their studies. The Foundation aims to be a supportive mechanism for audience and financial development for other Arts organisations.

We are now looking for a passionate individual as a Program Coordinator to join our team in the efforts on promoting awareness of classical music:

PROGRAM COORDINATOR

Duty and Responsibilities

- **Event Coordination and Program Management:** Oversee the planning, execution, and logistics of classical music events, including our flagship program, *The Met: Live in HD*, and other live performances
- **Stakeholder Collaboration:** Facilitate communication and collaboration with internal and external stakeholders, including local and international artists, for interviews, performances, and program development
- **Content Creation and Promotion:** Prepare and manage promotional materials, including audio, video, and visual content. Update online promotional channels and execute marketing plans
- **Research and Logistics:** Conduct research and handle logistical preparations to ensure the successful implementation of programs
- **Ad-Hoc Tasks:** Perform additional tasks as required to support the foundation's mission

Requirements

- Bachelor's Degree holder, preferably in Music, Cultural Management, Cultural Studies, the arts, or other relevant fields
- Excellent command in writing and spoken Cantonese, Mandarin and English
- Basic HTML knowledge is an advantage
- Knowledge in Adobe Creative Suite (Photoshop, Illustrator, Audition, Premiere Pro, etc), is an advantage
- Experience in Arts administration is a huge advantage; fresh graduates are also welcome
- Immediately available is highly preferred

Interested parties please send full resume with current salary, expected salary and availability to hr@fama.org.hk.

(Data collected would be used for recruitment purpose only.)