

Assistant Programme Manager

This position is supported by the Hong Kong Jockey Club to facilitate the Trustees of the Hong Kong Jockey Club Charities Trust (the Trust) in initiating - the Jockey Club TUTTI (Tuning Up Talents, Transforming Individuals) Programme (the Programme).

The Programme is a 3-year school-based music programme to nurture local young music talents through a list of activities conducted by renowned international conductors and local artists. The successful applicant will be appointed on a contract basis, with the possibility of renewal based on performance.

Key Responsibilities

- To facilitate the planning, budgeting, execution, and reporting of the Programme;
- To coordinate and execute different programmes, including Share the Stage, Conducting Masterclass, Inspirational Artist Talk, Open Rehearsal, Interactive Workshop, Student Ambassador Programme, school concerts, and ensemble performances in school;
- To assist in the production of online/offline publications in connection with the above programmes;
- To assist in the production of videos and online materials;
- To assist in the production of promotional items related to the Jockey Club Masters Series;
- To provide administrative support to the HK Phil Education & Outreach team and the Trust in the smooth running of the Programme;
- To be the host of events and activities arranged under the Programme.

Attributes

- A university degree in music, arts administration, and/or humanities, with at least 2 years of working experience in arts administration, education or training;
- A passion for music education and orchestral music, with a sound knowledge of classical music;
- Excellent written and spoken English and Chinese, with the ability to generate new content and written materials for online and offline publications in both languages;
- Strong project management skills, with attention to details and the ability to manage multiple tasks;
- Proactive, innovative, energetic, and with a desire to inspire children and be inspired by them;
- A highly motivated team player with excellent interpersonal skills and work ethic;
- Experience working with digital media is preferred;
- An existing network in the education sector and experience in organising and promoting performing arts education and outreach programmes are highly preferred.

Applicants should send a detailed resume with current and expected salaries to hr-ap@hkphil.org. Previous applicants need not re-apply.

Application deadline: 28 October 2024. All applications will be treated in the strictest confidence.

<http://www.hkphil.org>

(Personal data collected will be used for recruitment purpose only)