



Our Company

Hong Kong String Orchestra is founded by Artistic Director Professor Yao Jue (SBS, BBS, JP). Under her artistic direction, the orchestra achieved significant recognition locally and internationally for its “music uniqueness fusing Eastern and Western influences”. Established in 2013, the Orchestra has toured more than 40 cities and 13 countries around the world, including Central, Eastern and Northern Europe, the Americas and Southeast Asia. To celebrate their 10th anniversary, the Orchestra held a concert at National Centre for the Performing Arts in Beijing and toured 5 cities across Europe, serving as 'International Cultural Ambassadors'. The Orchestra has also engaged in numerous artistic collaborations with an array of renowned international musicians, including Tan Dun, Sarah Chang, Qin Li-wei, Hayley Westenra, David Ehrlich, Andrés Cárdenes and more.

Project Officer (3-month contract)

Job Descriptions

Project Officer (3-month contract) as a key member of the team, you will be responsible for the following duties:

- Assist in organizing, implementing, execution of project events, including professional concerts, press conference, masterclasses, workshops and more;
- Coordinate a variety of publications including layout adaptations, leaflet, press releases, website content, EDM and online feeds;
- Coordinate and execute promotion opportunities through different channels and through collaborations with other art groups, sponsors, business partners, patrons and supporters;
- Assisting in concert production duties and education program promotion;
- To provide general administrative and clerical support to the Supervisor;
- Performs ad hoc tasks as assigned by the Supervisor.



香港弦樂團
HONG KONG
STRING ORCHESTRA
Artistic Director 藝術總監 | Yao Jue 姚珺

Requirements:

- Minimum 2 years of work experience in arts administration or event management. Additional skills on marketing, graphic design, English and Chinese copywriting are a plus;
- A degree holder, preferably majored in music, marketing, event management or cultural management;
- Interested in events or projects management;
- Familiarity with social media platforms, email marketing, and other digital marketing techniques will be a great plus;
- Good teamwork;
- Proficiency in Excel, PowerPoint, and Chinese word processing;
- Basic skills in design software/App such as AI, Canva;
- Self-motivated, focused, and able to work proactively and independently;
- Strong problem-solving skills, detail-oriented, able to manage multiple tasking simultaneously and willing to work under pressure to meet tight deadlines;
- May need to work on an irregular schedule (compensation leave and advance notice will be provided);
- Demonstration of strong interest in promoting music;
- Candidates with less experiences and qualification will be considered as Project Assistant.

Salary offered will commensurate with qualifications and experience. Interested candidates please send application with full resume, current and expected salary, date of availability by email to janet.ng@stringorchestra.org.hk

Applicants not invited for interview within 12 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in the strictest confidence and will only be used for recruitment purposes. Hong Kong String Orchestra reserves the rights to consider late applications and not to make appointment for the post advertised.