

## Programme Manager Job Description

**Availability:** Immediate

Reporting to the **Artistic Director/Head of Programme**, you will be responsible for the programme-related work of the organization. Details can be found below:

### Responsibilities include:

- Programme planning and design to align with the organization’s vision and mission;
- Programme implementation of scheduled programme and projects including concerts, tours, and master classes, from planning to execution;
- Development of marketing and publicity plan to maximize ticket sales and audience attendance;
- Prepare proposals or reports on projects to senior management and/or funders
- Monitor and evaluate program performance and outcomes;
- Ensure compliance with funding requirements and regulations;
- Build and maintain relationships with community partners and stakeholders;
- Contribute to the development of marketing and publicity plans;
- Manage production details, including stage specifications and event planning, to ensure smooth project delivery;
- Provide support and guidance to team members to ensure efficient daily operations;
- Support in “special” project planning and implementation as well as any other ad hoc duties and projects as assigned by Supervisor and Artistic Director.

### Qualifications:

- Bachelor’s or Master degree in Art, Communications, Event Management or a related field;
- Over 5 years of working experience preferably in the music industry;
- Familiar with arts organizations and education institutions in Hong Kong & the region;
- Proven track record in a similar role within the arts or cultural sector;
- Proficiency in verbal and written Chinese & English, fluency in Mandarin is preferred;
- Excellent communication, presentation, and interpersonal skills;



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Artistic Director 藝術總監 | Yao Jue 姚珏

- Self-driven, passionate in music, with strong management and leadership skills;
- Capable of managing multiple tasks in a deadline-oriented environment;
- Strong business and financial acumen will be an advantage;
- Creative mindset with the ability to think strategically and execute innovative ideas.

If interested in the position, please send a resume, cover letter, and salary requirements to [isabella.lu@stringorchestra.org.hk](mailto:isabella.lu@stringorchestra.org.hk) with the subject line "Programme Manager Application – [Your Name]".