

Head of Programme Job Description

Availability: Immediate

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

Responsibilities

- Responsible for planning and designing programme for the organization to achieve its vision and mission;
- Lead and manage his/her team in the planning and implementation of all scheduled programmes and projects including concerts, tours, master classes and etc., from planning to marketing and production;
- Devise appropriate marketing and publicity plan to ensure box office incomes and full house audience for all planned programmes;
- Lead and plan execution of music projects, concerts/tours to achieve different purposes;
- Manage overall productions which include but not limited to specification of stage and other event planning details; to ensure smooth delivery of projects;
- Prepare proposals or reports on these projects upon request from the management;
- Provide coaching and guidance to team members to ensure daily efficient operation;
- Plan and implement any respective projects in relation to programme; or any ad hoc tasks as assigned by the Artistic Director.

Requirements

- Bachelor's or Master degree in Art, Communications, Event Management or a related field;
- Over 10 years of working experience preferably in the music industry; with at least 5 years in a senior manager role;
- Familiar with arts organizations and education institutions in Hong Kong & the region;
- Proven track record in a similar senior marketing / communications role within the arts or cultural sector;
- Proficiency in verbal and written Chinese & English, fluent in Mandarin preferred;
- Excellent communication, presentation and interpersonal skills;
- 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.