

Hong Kong Inter-School Choral Festival

Senior Officer (Programme)

Job Description

Report to the Senior Manager (Programme), the **Senior Officer (Programme)** will be responsible for:

- Working closely with the different teammates to assist in planning, executing and budgeting the HKICF Programmes, as well as handling related archival records and administration work;
- Acting as a primary contact and maintaining good relationships with all levels in and out of the organisation, including vendors, collaborators, schools, NGOs, and other key stakeholders;
- Assisting with production duties related to HKICF Programmes;
- Performing administrative support for efficient programme management, including research, collection of attendance records, programme surveys, materials preparation, and reports, and;
- Performing ad hoc assignments and other duties as required to support the organisation's mission and objectives.

You should have/be:

Education

Bachelor's Degree in cultural management, music, cultural studies, or related fields preferred.

Experience

Minimum 3 years of relevant working experience in arts and cultural sector, or a related field, preferably with exposure to educational institutions, NGOs, Government, or public and social service settings. Candidates with less experience may be considered for the position of Officer.

Requirements

- Good command of written and spoken English and Chinese.
- Good interpersonal and teamwork skills, strong drive and career interest in charity work.
- Demonstrated passion for arts and culture, especially in choral music or music fields.
- Responsible and enthusiastic individual with creative energy and self-initiative, able to work under pressure and meet tight deadlines.
- Quick thinker, confident and well-organised, flexible, and have the ability to multitask and do what it takes to get the job done.
- Flexibility to work varied hours, including evenings, weekends, and public holidays during peak festival and concert periods.
- Proficient in MS Office and relevant software applications.
- Ability to handle sensitive and confidential information with discretion.
- Hong Kong permanent resident aged 18 or above

Application Process

The Hong Kong Virtuoso Chorus is an equal opportunity employer. Interested candidates should email their cover letter, CV, expected salary with contact information to info@hkvchorus.org by 30 Sep 2026.

The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within six weeks may consider their applications unsuccessful.