



Founded in 2003, Metropolitan Youth orchestra is one of the finest youth orchestras in Asia. Registered as a charity focusing on education, the orchestra is having close to 400 members in different levels. Besides pursuing music excellence, the orchestra is aspiring to serve the community through music. With the orchestra's motto *Music Excellence with a Soul*, the orchestra is striving to promote social inclusion and instill positive values and empathy in young generation.

Website: [www.myohk.org](http://www.myohk.org)

**Position: Orchestra Admin Officer**

**Duties:**

1. Maintain the routine operation of the orchestra and attend weekly rehearsal
2. Customer service- Keep a harmonious relationship between parents and students; answering inquiries with circumspection
3. Orchestra development – to plan and assist in organizing training for MYO members
4. Marketing - promote orchestra events through media and explore new network
5. Development – to follow up existing sponsors and explore other source of funding

**Attributes:**

1. University graduate in music, communication, marketing or other related discipline with minimum 2 years of working experience.
2. Knowledge of classical music or orchestral instrument would be an advantage
3. Flexible working hours but punctual, able to work in weekends or public holiday
4. Excellent command of English and Chinese, both written and spoken
5. Creative, detail-minded and can stand under pressure with tight timeline
6. Good team player with excellent communication skills, adaptive and self-reflective
7. Computer knowledge of Microsoft office, video editing would be a plus.

Applicants should send a detailed résumé with current and expected salaries to [genevatam@hkpm.com.hk](mailto:genevatam@hkpm.com.hk)

All applications will be treated in the strictest confidence. Personal data collected will be used for recruitment purpose only