



## THE HONG KONG PHILHARMONIC SOCIETY LTD

The Hong Kong Philharmonic (HK Phil) is one of Asia's leading orchestras, with a busy annual season of concerts and community-engagement activities. In 2024/25, the HK Phil have reached the 51<sup>st</sup> season of our musical journey, it is an exciting time to look ahead. This season, we are presenting 30 programmes with internationally renowned conductors and soloists.

### **Subscription Assistant (Part-time)**

The Subscription Assistant (part-time) assists in handling subscription orders and ticketing-related services.

#### **Key Responsibilities**

- Preparation for online subscription site for ticketing;
- Communication with customers to clarify ticket orders and follow-up on customer requests;
- Processing subscription orders, managing seating arrangements and handling ticketing issues on subscription orders received;
- Any other relevant duties as assigned.

#### **Attributes**

- Customer centric mindset, initiative and attention to details;
- Ability to managing multiple tasks efficiently and prioritizing workload to meet tight deadlines;
- A team player with good communications skills in both Chinese (Cantonese and Mandarin) and English;
- Familiar in using MS Office, such as word and excel;
- Knowledge or experience in operating ticketing systems would be an added advantage.

**Contract Period:** May/June 2025 to August 2025

Training will be provided, and it would be an excellent opportunity to learn operating a ticketing system and a customer information system.

Applicants should send a detailed resume with current and expected salaries to [hr-mkt@hkphil.org](mailto:hr-mkt@hkphil.org).

**Application deadline: 28 April 2025.** All applications will be treated in the strictest confidence.

<https://www.hkphil.org>

(Personal data collected will be used for recruitment purpose only)