



## THE HONG KONG PHILHARMONIC SOCIETY LTD

The Hong Kong Philharmonic Orchestra (HK Phil) is regarded as one of the leading orchestras in Asia. Presenting more than 150 concerts over a 44-week season, the HK Phil attracts more than 200,000 music lovers annually. In 2026/27, the HK Phil have reached the 52<sup>nd</sup> season of our musical journey.

### **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 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 2026 to August 2026

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: 3 April 2026.** All applications will be treated in the strictest confidence.

<https://www.hkphil.org>

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