



City Chamber Orchestra of Hong Kong (CCOHK) invites university music graduates with experience and knowledge of orchestral practices to apply for the following position:

### **Assistant Concert Manager (Full-time)**

The Assistant Concert Manager works in collaboration with the Artistic Director and Concert Manager to implement CCOHK's performances and outreach activities. The candidate must have a deep understanding of classical music, be good at writing and communicating in English and Chinese and capable of juggling several projects at a time with precision and minimal supervision. Duties are multi-tasked and include concert organization, technical planning, scheduling, programme research, ticketing, the preparation of promotional materials and stage management. The candidate must be able to read orchestral scores, devise stage plans and be prepared to move equipment. The candidate must be a good team player who is cheerful, reliable and driven to make each CCOHK event a roaring success. Occasional evening and weekend work is required. Applicants for this post must be permanent residents of the HKSAR.

#### **Important attributes**

- Excellent memory skills
- Detailed orientated
- Advanced digital/IT skills
- Chinese translation and proofreading skills
- Knowledge in the theatrical arts an advantage

**Job commencement date: Mid-May 2026**

Suitable candidates should apply in writing by email with their CV and a letter of introduction addressed to the **Artistic Director, City Chamber Orchestra of Hong Kong** ([leanne@ccohk.com](mailto:leanne@ccohk.com)). The letter shall include an expected salary commensurate with experience and two referees with their email/mob contacts. If invited for an interview, a formal reference letter from a former employer or music mentor will be required.

### **About City Chamber Orchestra of Hong Kong**

Since 1999 City Chamber Orchestra of Hong Kong (CCOHK) has established itself as one of Asia's leading chamber orchestras. Members are professional musicians who deliver award-winning and internationally acclaimed performances and recordings. CCOHK's annual concert season highlights the performance of small-scale chamber orchestral works in diverse music styles, collaborations with world-class artists and newly curated orchestra-theatre programmes for young audiences.

All personal data received will be used for recruitment purposes only