



Arts Administration Officer/Senior Arts Administration Officer

Premiere Performances is Hong Kong's pre-eminent presenter of solo recitals and chamber music, and we have recently launched a jazz series. Our world class recitals, jazz series, outreach/education programmes and school concerts are distinguished by our drive to present the best to every audience and to make live music accessible to all.

This is a great opportunity to join a dynamic and experienced team in one of the city's most exciting arts organisations.

JOB DESCRIPTION

The Arts Administration Officer/ Senior Arts Administration Officer will provide support to the company on various aspects of arts administration including the following:

Programmes:

- Assist the Programme Team with the preparation and execution of various concert series including but not limited to the Recital Series, the Jazz Series and the Family Series
- Assist in organizing the arrangements for visiting artists including visa applications and travel logistics

Outreach & Education:

- Contacting teachers/schools and manage the schedule for, and the execution of, school ensemble visits
- Assist with the planning and execution of outreach & education events

Administration:

- Assist with the execution of daily office administrative work, including but not limited to venue booking, tax, and other office work

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

- Bachelor's degree from a recognized tertiary institution with 1-2 years of working experience
- Excellent verbal, written and computer skills (including MS Word, Excel, PowerPoint) in both English and Chinese
- Proficiency in Adobe Illustrator and InDesign would be an advantage
- Ability to work independently with little supervision, handle multiple tasks simultaneously, establish priorities, meet deadlines, and solve problems as they arise
- Good interpersonal skills and an ability to thrive under pressure
- Knowledge or background in classical music is desirable.



Job title (Arts Administration Officer/Senior Arts Administration Officer) will be commensurate with level and experience.

Should you be interested in this position, please send a detailed resume, indicating current and expected salaries, to info@pphk.org, on or before **21 March, 2026**.

Premiere Performances of Hong Kong reserves the right to consider late applications and to make no appointment for the advertised position. All applications will be treated in the strictest confidence, and all personal data collected will be used for recruitment purposes only. Applicants who do not receive an invitation for an interview within eight weeks of submission may consider their applications unsuccessful.