

Assistant Programme Manager/ Programme Manager

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, chamber music festival, 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 Assistant Programme Manager/ Programme Manager will provide support to the General Manager on various aspects of arts administration including the following:

Programmes:

- Assist the General Manager with the execution of various concert series including the annual Beare's Premiere Music Festival, the Recital Series, the Jazz Series and the Family Series
- Help organize the arrangements for visiting artists including visa applications and travel logistics

Outreach & Education:

- Have contact with teachers/ schools and manage the schedule for, and the execution of, school ensemble visits
- Assist with the planning and execution of outreach & education events during the Beare's Premiere Music Festival

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

- Bachelor's degree from a recognized tertiary institution with 6 to 10 years of working experience;

- Excellent verbal, written and computer skills (including MS Word, Excel, and Publisher) 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 desirable.

Job title (Assistant Programme Manager/ Programme Manager) will be commensurate based on experience.

Interested parties should send a detailed resume, indicating current and expected salaries, to info@pphk.org before application deadline on **Apr 11, 2025**. All applications will be treated in the strictest confidence.

We reserve the right to review applications received for suitability for other posts.

All personal data collected will be used for recruitment purpose only.