

Senior Stage and Production Officer

The Senior Stage and Production Officer assists in all concert operation and production matters. An integral member of the Orchestral Operations Department, the Senior Stage and Production Officer works closely with the Stage and Production Manager to oversee the day-to-day operation of stage, instruments and transportation requirements of the Orchestra.

Key Responsibilities:

- To assist in stage set up and dismantlement of the stage for all rehearsals and performances and in preparation of production schedules and stage plans;
- To attend all rehearsals and performances in order to deal with issues as they arise regarding stage requirements;
- To arrange transportation for all required instruments and equipment to and from the rehearsal and/or performance venues in good time prior to the commencement of the orchestral service;
- To assist in the storage and safe keeping of the instruments and orchestral equipment;
- To conduct maintenance and repair of stage furniture, equipment and instruments;
- To arrange and maintain the cleanliness and good order of the orchestra's storage spaces, practice rooms, and other spaces used by musicians and orchestral staff ;
- To operate basic sound, lighting, AV system for orchestra events as required.

Attributes:

- Degree or Diploma holder in music, theatre, stage management or equivalent;
- A minimum of 2 years' postgraduate work experience, preferably in orchestra management or stage management;
- Well-organised, resourceful and self-motivated;
- Excellent interpersonal skills, persuasive and tactful;
- Good command of written and spoken English and Chinese (Cantonese and Mandarin);
- Comfortable in working backstage outside of normal office hours; occasional travel is required;
- Good computer skills and awareness of current technologies;
- Useful to have a valid driving licence.

Applicants should send a detailed resume, indicating current and expected salaries, to hr-oo@hkphil.org.

Application deadline: 4 November 2024. All applications will be treated in the strictest confidence.

www.hkphil.org

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