



SingFest Limited

Education is at the heart of SingFest. Founded in 2012, SingFest aims to provide the highest quality of performances and innovative educational programmes, through a coherent platform connecting local singers, instrumentalists, and audiences. To implement our mission, SingFest has actively launched a series of choral-related performances and education programmes for professional musicians, school teachers, students and music enthusiasts, under the guidance of world-class maestros.

For more information about SingFest (The Company), please visit www.singfest.hk

Vacancy: **Company Manager**

Responsibilities:

- (a) Manage and assist with the company's daily operations;
- (b) Monitor the company's budget and optimize expenses;
- (c) Lead and work with different parties to ensure the company's plan run smoothly;
- (d) Communicate with the board of directors, artistic director, music director, funding bodies, administration teams and related parties;
- (e) Regularly report company activities and financial situation to the board of directors;
- (f) Prepare all relevant documents of the company; and
- (g) Perform any ad-hoc duties related to the company.

Requirements:

- (a) Bachelor's Degree is required;
- (b) 5+ years' relevant experience in performing art management is preferred;
- (c) Passionate in choral theatre/performing arts industries;
- (d) Good communication and writing skills in both English and Chinese;
- (e) Self-motivated, well-organised, and strong management capability;
- (f) Excellent problem-solving skills, flexible, responsible, pleasant and mature personality; and
- (g) Working in evenings and weekends occasionally is required.

Interested parties please send your application with your CV and expected salary to info@singfest.hk

(You may assume your application unsuccessful if you do not hear from us within 6 weeks from the closing date. Data collected would be used for recruitment purpose only. All applications will be treated in strict confidence)