



Fuel Your Passion for Music & Organization: Project Coordinator

Introduction:

Flower Music is a vibrant Hong Kong music production company and event organizer, dedicated to enriching lives through music since 2008. Our passion extends to Little Flower Kids Music, creating high-quality music and activities for children. Join us and help us soar to new heights!

Position: Project Coordinator (full-time)

Schedule: 5-days per week, including Saturday

Location: Sheung Wan, Hong Kong

Responsibilities:

Contribute to Flower Music Projects: Develop and organize projects, events, activities, and administrative tasks.

Support Little Flower Choir Operations: Assist the Course Officer with choir logistics, administration, and student engagement.

Connect and Collaborate: Build relationships with tutors, students, clients, and stakeholders.

Streamline Operations: Manage marketing, logistics, and project administration for both branches.

Be Versatile: Take on additional duties as assigned.

Qualifications:

Independent and Effective: Thrive in a fast-paced environment, meet deadlines, and manage tasks efficiently.

Linguistic Expertise: Fluent in spoken and written Cantonese and English.

Passionate Heart: Share a love for music and interacting with young children and their parents.

Proactive Spirit: Enjoy initiative, problem-solving, and a dynamic work setting.

Organized and Detail-Oriented: Ensure accuracy and efficiency in all tasks.

Academic Foundation: Relevant degree or tertiary education preferred.

People Person: Possess strong interpersonal skills and phone communication confidence.

Choir Experience a Plus: Prior choir management experience is a valuable asset.

Application:

Send your resume and cover letter to joinus@flowermusic.hk by July 20, 2024.

State your current/expected salary and availability.

Shortlisted candidates will be contacted.

Contact:

Enquiries: amanda@flowermusic.hk, Ms. Chui

Website: www.flowermusic.hk