

Vacancies 職位空缺

PROJECT OFFICER (part-time)

Founded by William Lane in 2008, Hong Kong New Music Ensemble is a professional music ensemble with the mission to promote contemporary classical music in Hong Kong. In coming years, we have numerous uplifting programmes and exciting productions with art organisations worldwide.

In our ever-changing times, we invite highly motivated and dedicated individual to join us as Project officer.

Responsibilities:

- To assist administration for the season programmes, concert productions and affiliated projects;
- To assist conductors in collecting, distributing and archiving scores;
- To assist the production team and artists in concert logistics;
- To facilitate production workflow and maintain rehearsal space;
- Flexible work schedule, at least 3 days per week; Possibility of teleworking.
- Ability to work nights, weekends and holiday period according to actual production schedule;
- Report to directors and managers for supporting administrative tasks.

Qualifications:

- Happy to make things happened with very talented people around the world;
- Aspired in pursuing a career in arts production;
- Final year undergraduate or Degree holder; with 1 or 2 years relevant experience
(master student may be considered depending on experience and skills);
- Good communication and interpersonal skills;
- Knowledge of basic audio-visual post-editing for social media marketing is definitely an advantage.

Applicants should apply before **31 March 2020** with full CV and reference from past productions to **info@hknme.org**. Shortlisted candidates will be invited to interviews in April 2020.

www.hongkongnewmusic.org