



Founded in 2000 as a registered charitable organization with world-renowned choral experts being the leading figures; and closely connected with World Youth and Children Choral Artists' Association, Hong Kong Treble Choir (HKTC) often plays host to top-tier international maestros. The Choir remains committed to promoting choral arts, cultivating cultural sensitivity, and offering the most conducive ambience for learning. Upholding the principle of 'happy learning', HKTC strives to develop children's creativity, expressiveness and interests in singing with professional choral training.

Student Intern / Work Experience Student (實習學員 / 工作經驗學員)

Responsibilities

- To support the administration team in implementation of projects: volunteer management, coordination of activities, liaison with partners and stakeholders, preparation and distribution of publicity materials, etc.
- To conduct research and identify new opportunities
- Frontline communications with parents and children
- General administrative and secretarial support

You will be able to:

- Work closely with a small yet young and productive team of Arts Administrators
- Gain practical training in project planning and on-site execution
- Get familiar with the working style of a local non-profit organization / kids learning center
- Gain exposure to networks of choral experts

Requirements

- A full-time undergraduate student
- Keen interest in the field of arts administration
- Passionate about choral music and patient working with children
- Independent yet a strong team player with excellent communication and interpersonal skills
- Proficient in written and spoken English and Chinese (Cantonese and Mandarin)
- Proficient in PC operations (MS based applications and Chinese Word Processing)
- Proficiency with Photoshop, Illustrator, and WordPress would be a strong advantage
- Willing to work during weekends and on Public Holidays
- Immediate availability preferred

Interested candidates please apply on or before **Sunday, 31 March 2019** with an up-to-date C.V., and available/expected working period and hours sent to hr@treblechoir.org. All personal data collected will be kept strictly confidential and be used only for recruitment purposes. HKTC thanks all applicants for their interests, but advises that only candidates shortlisted for interviews will be notified.

For enquiries, please contact Ms. Heather Pong at 2311-0811 or info@treblechoir.org.