



We are inviting high caliber candidates to fill the position of Assistant Manager. Initially, this person will be assigned to be the Assistant Manager for **Jockey Club Opera Hong Kong Young Artist Development and Education Programme** (The Programme). The Programme, funded by The Hong Kong Jockey Club Charities Trust for three years, aims at nurturing Hong Kong's young opera singers, raising the standard of chorus members, promoting opera to the general public and enhancing the community's art and cultural life.

Requirements:

1. A university graduate or equivalent, preferably in music or arts administration, with a minimum working experience of six years
2. Passion in performance arts industry
3. Knowledge of music
4. Good spoken and written English and Chinese
5. Strong project management skill, organizational skills and people management skills
6. Proficiency in MS Word, Excel, PowerPoint and Chinese word processing
7. Ability to work independently and as a good team player

Responsibilities:

1. To report and work closely with the Programme Director to administer the Programme
2. To oversee the Programme coordination and budget control
3. To manage the periodic progress and other reports pursuant to the Programme
4. To manage the Programme and events co-ordination.
5. To monitor the job performances of the Officer and report to the Programme Director
6. To perform other related duties as directed.

Training:

Opera Hong Kong shall provide initial on-the-job training to the successful candidate.

Deadline of Application: 8 April 2019

Interested parties please send an application, including a CV, expected salary to Opera Hong Kong Limited, 1907, Pacific Plaza, 410 Des Voeux Road West, Hong Kong or email to recruit@operahongkong.org (Data collected will be used for recruitment purpose only.)