

## Part Time Arts Administrative Officer / Assistant



馬 勒 樂 團  
GUSTAV MAHLER  
ORCHESTRA

### Job Description

- Provide administrative and secretarial support
- Provide operational and logistical support
- Assist with event management for public concerts
- Assist with venue bookings and other enquiries
- Assist in marketing and music related promotion
- Assist with research on music repertoire/production
- Assist with librarian tasks: managing scores
- Provide assistance to musicians and crews
- Any ad hoc duties as assigned

### Job Requirements

- Bachelor Degree in Arts, Music or related disciplines
- At least one year experience in arts administration or event management
- Good command of verbal and writing skills in English and Chinese
- Proficiency in MS applications and Chinese Word Processing
- Proficiency in Adobe InDesign, Illustrator, & Photoshop and/or other common computer design and layout applications
- A willingness to go above and beyond and thrives under pressure
- Organized and detail oriented
- Multi-tasking, self-motivated, creative, responsible and pleasant personality
- Interest and passion in music and culture
- 20 hours per week, flexible working hour
- Working in evenings and weekends occasionally is required

Interested parties should send to [info@gmohk.com](mailto:info@gmohk.com) before 24 April 2019, a detailed resume, stating current and expected salary, outlining skills and experience that are relevant to the above requirements and indicating your earliest availability. We reserve the right to review applications received for suitability for other posts.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes.

GMO is committed to equal opportunity employment.