



Artistic Projects Assistant

The Artistic Projects Assistant will provide support to the company and assist in various artistic projects. She/He will also help with the preparation and execution of marketing activities.

Responsibilities

- Provide editorial and market research support on various digital and social media channels
- Proofread publicities, editorials and other materials
- Assist in crafting project pitches and press releases
- Develop and maintain the existing press, advertising and school database
- Maintain and update the company's website;
- Provide administrative support to the company

Requirement

- University degree in Marketing, Business Administration, Arts Administration, Language or in a related discipline, or equivalent
- Have a great passion for western classical music, opera, and performing arts
- Excellent communication and writing skills in English and Chinese
- Knowledge in digital marketing
- Excellent interpersonal and communication skills
- Strong sense of responsibility, self-motivated, detail-oriented and well-organised
- Proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook)

Remuneration

- Monthly Salary of HK\$12,500 with 7 days of annual leave

Interested parties please apply on or before **27 June 2019** with full résumé/CV and availability to info@musicavivahk.org. Candidates who are shortlisted for a selection interview will receive an invitation in due course.

All personal data provided by job applicants are used only for recruitment purposes and will be treated confidentially. Unsuccessful applications will be properly disposed of within 3 months.