



Foundation for the Arts and
Music in Asia Limited

Presenter of the Met: *Live in HD* in Hong Kong www.themetinhongkong.info

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The Foundation for the Arts and Music in Asia Limited (FAMA) was established to increase awareness and appreciation of classical vocal music in Asia, and to encourage participation in its promotion by individuals, private organisations and civic groups.

FAMA works with government agencies, private individuals and organisations on a wide range of arts initiatives. Its flagship programme is ***The Met: Live in HD in Hong Kong***, presenting Metropolitan Opera performances to local audiences. The Foundation also develops community-outreach initiatives to broaden public engagement with vocal and classical music, supports selected individuals in pursuing their studies, and seeks to contribute to audience and financial development for other arts organisations.

We are now seeking a passionate and capable individual to join our team as a **Programme Manager**, supporting FAMA's mission to promote classical music in Hong Kong and across Asia.

Duty and responsibilities

- **Event coordination and programme management:** Coordinate the planning, delivery and logistics of classical-music events, including FAMA's flagship programme, *The Met: Live in HD*, as well as live concerts and related activities.
- **Stakeholder liaison:** Facilitate effective communication and collaboration with internal and external stakeholders, including local and international artists, venues, partners and service providers, in relation to interviews, performances and programme development.
- **Content and promotion:** Prepare and manage promotional materials, including written, audio, video and visual content; update online promotional channels; and assist with the implementation of marketing and audience-development plans.
- **Research and Logistics:** Conduct research and coordinate operational and logistical arrangements to support the smooth implementation of programmes.
- **Other duties:** Undertake other ad hoc duties as required in support of FAMA's activities and mission.

Requirements

- A bachelor's degree, preferably in Music, Arts Administration, Cultural Management, Cultural Studies, the Arts or a related discipline. Candidates who are studying for, or have completed, a master's degree in Arts Management will be given preference;
- At least three years of relevant experience in programme coordination, management and execution. Experience in arts and cultural organisations would be an advantage;
- Excellent written and spoken communication skills in both English and Chinese;
- Excellent interpersonal and organisational skills, with the ability to work independently as well as collaboratively in a small team;
- A strong interest in working professionally in performing arts; and
- Basic knowledge of Adobe Creative Suite, including Photoshop, Illustrator, and Premiere Pro, would be an advantage.

Interested candidates are invited to send a full résumé, stating their expected salary and availability, to coco.wong@fama.org.hk, for the attention of Miss Coco Wong, Programme Manager. The position will remain open until filled.

Only shortlisted candidates will be contacted. All information collected will be used solely for recruitment purposes.