



## Music Administrator

**Reporting to:** College's Music Director

**Role Overview:** The Music Administrator is responsible for providing comprehensive administrative, operational, and financial administration support to the Music Department of the College. The primary focus of this role is on the seamless execution of event logistics, departmental administration, and robust budget tracking.

### Key Responsibilities & Duties:

- **Event & Logistics Management:** Coordinate logistics, venue bookings, ticketing, and operational details for all departmental events, including school concerts, competitions, performances, and overseas performing tours.
- **Budget & Bookkeeping:** Handle daily departmental bookkeeping tasks, including tracking expenses against the budget, processing invoices, preparing reimbursements, and compiling expenditure reports for the Music Director.
- **Vendor Procurement:** Source, liaise with, and manage external vendors, instrument technicians, and suppliers; obtain quotations and process purchasing paperwork in compliance with school policies.
- **Office & Inventory Administration:** Oversee daily office operations, handle correspondence, maintain student and ensemble records, and manage the inventory and storage of school instruments and equipment.

### The ideal candidate should:

- Hold a university degree (qualifications or training in Accounting, Finance, Business Administration, or Arts Management will be highly regarded);
- Have at least 2 years of relevant work experience in education, corporate, or arts-related administration;
- Demonstrate a strong foundational background or practical experience in bookkeeping, basic accounting, and handling procurement paperwork;
- Have specific experience in event planning, organizing stage productions, or managing large-scale group logistics (overseas tour coordination is a distinct advantage);
- Be highly proficient in Microsoft Office (especially Excel for financial tracking and data management);
- Familiarity with basic graphic design software (e.g., Canva, Adobe Illustrator) for simple promotional materials or concert program layouts is an advantage, but not



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required;

- Be proficient in spoken and written English and Chinese (Cantonese);
- Be proactive, highly organized, and meticulously detail-oriented with strong numerical accuracy;
- Be able to multi-task effectively under tight event timelines and work well in a collaborative team environment;
- Be genuinely motivated by working within the education sector.

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary by email to **recruit@spcc.edu.hk** or by post to **The Principal, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong**. Please mark “Confidential” and specify the post you apply for on the envelope. The candidates will be required to undergo Sexual Conviction Record Check (SCRC).

*(All enquiries and applications will be treated in strict confidence and only used for employment related purposes.)*