

Contemporary Musiking Hong Kong Limited

Address: E5, 14F, Block E

Tsing Yi Industrial Centre,

1 – 33 Cheung Tat Road, Tsing Yi

Tel: 2696 9303

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Email: enquiry@cmhk.org

Website: www.cmhk.org



May 25 2026

Contemporary Musiking Hong Kong (CMHK) is seeking an **Executive Director for a part-time, contract position** to support the organization's next stage of development as it approaches its 20th anniversary in 2027. Reporting to the Board of Directors and Artistic Director, the Executive Director will provide organizational leadership across operations, fundraising, financial management, partnerships, and strategic development, helping ensure the long-term sustainability and visibility of CMHK in Hong Kong and internationally.

Established in 2007 by Samson Young, Contemporary Musiking Hong Kong (CMHK) is dedicated to the promotion, presentation, and advocacy of cross-disciplinary practices in sound. CMHK presents a wide range of programs that support the new technological, artistic and cross-disciplinary demands that are placed upon composers, musicians, and sound artists. CMHK is devoted to building a community and support structure for artists from various disciplines, fostering dialogues and collaborations, and providing a platform for innovative and cross-media experimentations.

Role summary

The Executive Director will work closely with the Board of Directors and Artistic Director to oversee the organization's administrative and strategic functions, while supporting the effective delivery of CMHK's artistic and public programs. This role is suited to a self-directed and organized leader with experience in arts administration, nonprofit management, fundraising, and partnership development.

Key responsibilities

Strategic planning and organizational development

- Support the Board and Artistic Director in shaping and implementing CMHK's strategic direction, with attention to organizational sustainability, program growth, and long-term capacity building.
- Translate artistic and institutional priorities into practical seasonal plans, timelines, and operational systems.
- Help strengthen internal policies, workflows, and governance structures appropriate to a small, project-based arts organization.

Fundraising and financial oversight

- Lead fundraising and resource development efforts, including grants, sponsorships, donor cultivation, and strategic partnerships.
- Prepare, manage, and monitor organizational budgets, cash flow, and financial reporting in coordination with the Board.
- Ensure compliance with funding, contractual, and regulatory requirements, and support timely reporting to funders and stakeholders.

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Operations and team management

- Oversee the administrative operations of the organization, including planning, contracting, scheduling, and coordination with artists, venues, and external partners.
- Support recruitment, supervision, and coordination of project staff as needed.
- Foster a professional, collaborative, and inclusive working culture across the organization.

Program support and partnerships

- Work in close collaboration with the Artistic Director to support the delivery of CMHK's core programs, including UNHEARD and PLUCK TO SOUND festivals, Sonic Transmission artist residencies and exchanges, and other public programs.
- Manage institutional and cross-sector partnerships locally and internationally, helping deepen CMHK's role as a connector within the sound art and experimental music field.

Communications and representation

- Serve as an organizational representative in meetings with funders, partners, artists, and public stakeholders.
- Oversee institutional communications in coordination with the Artistic Director and communications personnel, including public messaging, partnership materials, and visibility strategies.
- Help articulate CMHK's mission, impact, and future direction to a range of audiences in Hong Kong and beyond.

Qualifications

- Demonstrated experience in arts administration, nonprofit leadership, cultural management, or a related field.
- Strong experience in budgeting, financial oversight, fundraising, and grant management.
- Experience working with boards, artists, funders, and institutional partners.
- Ability to work independently, manage multiple projects, and adapt within a small and evolving organization.
- Knowledge of Hong Kong's arts and cultural landscape is strongly preferred; familiarity with experimental music, sound art, or interdisciplinary practice is an advantage.

Application materials

Applicants may submit the following to karen@cmhk.org on or before 15 June 2026:

- A cover letter outlining interest in the role, relevant experience and expected salary.
- A CV or resume.

Contemporary Musiking Hong Kong is committed to equality, diversity, and inclusion throughout the recruitment process and across our organization.