

**Chorus Manager**

The Hong Kong Philharmonic Chorus is composed of up to 100 volunteer amateur singers and performs regularly with the HK Phil throughout the season. It is the only chorus attached to a professional orchestra in Hong Kong. The HK Phil is seeking a part-time Chorus Manager who is passionate about music and promoting and increasing the reach and impact of the HK Phil Chorus.

**Key Responsibilities**

Reporting to the Director of Artistic Planning and the HK Phil Chorusmaster, this project-based position supports the administrative needs of the HK Phil Chorus. Duties & responsibilities include:

- Manage all aspects of chorus auditions, including promotion, registration and logistics for the annual recruitment of new members; attend and proctor the auditions;
- Attend, manage, and facilitate all chorus activities, including rehearsals, concerts, workshops, and masterclasses;
- Coordinate rehearsal scheduling and rehearsal venue bookings with relevant parties;
- Procure, organize and distribute all music (scores & parts) for all chorus repertoire;
- Proofread marketing materials and rosters for programmes involving the chorus;
- Assist with chorus budgets and any other relevant paperwork as required;
- Maintain accurate personnel records (including attendance/tardiness), audition records, and project rosters;
- Travel and provide logistics support for chorus engagements outside Hong Kong;
- Miscellaneous other duties as assigned or required.

**Attributes**

- University degree in Music, Arts Administration, or relevant field;
- Knowledge of classical music with vocal/choral training and experience preferred;
- Excellent time management, organization, and problem-solving skills;
- Strong attention to detail and ability to juggle multiple tasks;
- Experience coordinating large groups of people and working with musicians/artists;
- Team player with excellent interpersonal and diplomacy skills;
- Strong communications skills, with fluency in Cantonese, English and Mandarin;
- Availability and willingness to work flexible hours, including evenings and weekends.

Applicants should send a detailed resume with current and expected salaries to [hr-ap@hkphil.org](mailto:hr-ap@hkphil.org)

**Application deadline: 15 December 2025.** All applications will be treated in the strictest confidence.

<http://www.hkphil.org>

(Personal data collected will be used for recruitment purpose only)