

**Assistant Music Manager (REF: A3/AMM/TWAM/AAA)**

**Location: Wanchai**

**Roles & responsibilities:**

- Provide support in managing music training programmes/extra-curricular activities at client schools or at centre;
- assist in the recruitment and supervision of music instructors, junior staff, part-time staff and interns;
- assist the Manager in managing a small music centre and provide administrative support, including centre maintenance, budgeting, monthly returns and report, procurement of office supplies etc.;
- provide reception service at centre, handle enquiries and complaints and manage centre bookings;
- perform any other duties as assigned; and
- required to deploy to the centre and/or client schools and work irregular hours, including evenings and weekends occasionally.

**The ideal candidate should have/be:**

- a recognized degree or equivalent;
- at least Grade E in English Language (Syllabus B) and Chinese Language in the HKCEE or equivalent;
- preferably 2 years' relevant experience in administration and HR/arts education/music centre or equivalent;
- preferably knowledge in musical instruments;
- able to communicate in Cantonese, English and Putonghua;
- mature personality and ability to work independently; and
- proficient in both Chinese and English word-processing skills.

(Please specify in the resume or application form the relevant academic results, qualifications and working experience you have attained in detail.)

**Compensation & employment terms:**

The successful candidate will be appointed on contract terms with a salary currently at \$30,990 per month (Tung Wah Master Pay Scale Point 14). The salary is subject to downward/upward adjustment or may be frozen as determined by Tung Wah and/or as appropriate with reference to the civil service pay review. The fringe benefits include paid annual leave, medical services, a dental scheme and training sponsorships. The incumbent will normally work under a 5-day week schedule subject to operational needs and exigencies of the service.

**Application:**

Please send your resume or a completed application form <F601> to the Head of Human Resources Division, Tung Wah Group of Hospitals at 4/F., Wong Fung Ling Memorial Building, 12 Po Yan Street, Hong Kong by **20 April 2023**. Application forms are obtainable in person or can be downloaded from <http://www.tungwah.org.hk>. **The reference code should be marked both in the letter and on the envelope.** Underpaid mail items will not be accepted by Tung Wah. For proper delivery of your mail items, please ensure your mail items bear sufficient postage with return address before posting. Personal data provided by applicants will be used strictly for recruitment purpose only and in accordance with the Tung Wah's personal data policy. Applicants not invited to attend an interview by 31 July 2023 may assume that their applications are unsuccessful.

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