



THE HONG KONG PHILHARMONIC SOCIETY LTD

Project Officer

This position is supported by the Hong Kong Jockey Club to facilitate the Trustees of the Hong Kong Jockey Club Charities Trust (the Trust) in initiating Project MuSE (the Project). The Project is a 6-year, school-based music and sports education programme for the whole person development of underprivileged children. The successful applicant will be appointed on a contract basis, with the possibility of renewal based on performance.

Key Responsibilities

- To provide administrative support to the Manager and Assistant Manager of the HK Phil Education & Outreach team in carrying out the activities of the Project;
- To assist with the planning and scheduling of school concerts, ensemble visits, instrument coaching workshops, and instrumental masterclasses;
- To assist with the creation and production of online and offline learning materials;
- To proofread printed and web materials before publication;
- To maintain the database of the programme materials.

Attributes

- A university graduate in music, arts administration, humanities, or related disciplines;
- A team player with strong interpersonal and presentation skills;
- Excellent command of spoken and written English and Chinese;
- Knowledge of and interest in classical music;
- Knowledge of IT and video production;
- Knowledge of and/or experience in the performing arts is a definite advantage.

Applicants should send a detailed resume with current and expected salaries to hr-ap@hkphil.org.

Application deadline: 22 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)