

Programme Admin Officer Job Description

Availability: Immediate

Under the **Programme & PR team**, this role will focus on administrative support and operational execution, serving as a crucial supporting role for the smooth running of the programme department. It is ideal for entry-level professionals or those new to the industry. Details can be found below:

Responsibilities include:

- **Administrative Support:**
 - Internally:
 - Provide administrative and clerical support for the programme department's tours and outreach activities
 - Externally:
 - Communicate with venues, partner organizations, artists, and suppliers to confirm materials and requirements
- **Project Execution Assistance:**
 - Assist with handling post-and pre-performance tasks such as ticketing arrangements, approval documents, on-site materials, and supply ordering
 - Specific tasks include but not limited to:
 - Proofreading publications like concert programs and promotional leaflets
 - Arranging ground reception and rehearsal schedules
- **Rehearsal & Performance Support:**
 - Responsible for musician notifications, attendance checks, and sign-ins
 - Assist with distributing rehearsal timetables, venue directions, and backstage passes
 - Provide on-demand administrative support to conductors or musicians
- **Sheet Music Management:**
 - Assist with entire workflow of sheet music preparation and arrangement pre and post-concert
- **Data & Documentation Organization:**

- Compile project-related data and update performance schedules
- Maintain artist contact databases and organize sheet music inventory lists

Qualifications:

- Bachelor's degree in Classical Music, Cultural Studies, Arts/Music Management, Event Production or related field
- Candidates with 1-2 years of relevant internship or work experience will be given priority
- Proficiency in MS Office applications (Word, Excel, PowerPoint)
- Excellent written and verbal communication skills in both Chinese and English; fluent in Cantonese, English, and Mandarin
- Basic project coordination awareness, meticulousness, and organizational skills
- Self-driven, pro-active, willing to learn and openminded
- Capable of managing multiple tasks in a deadline-oriented environment
- Personal interest in music or the arts
- Due to the nature of the performing arts industry, willingness to work on weekends and public holidays is required

If you are interested in this job position, please send your resume and relevant documents to hkso@stringorchestra.org.hk