

Programme Admin Officer Job Description

Availability: Immediate

Reporting to the **PR & Programme Director**, you will be responsible for programme-related work for the organization. Details can be found below:

Responsibilities include:

- Assist in the implementation and execution of events and programmes including concerts and tours;
- Provide general administrative and logistic support for programme and education projects;
- Support in the preparation of payments, reports, and proposals;
- Liaise with vendors, sponsorships, musicians and other stakeholders;
- Render support in implementation of online and offline marketing promotion;
- Any ad-hoc duties assigned by the team.

Qualifications:

- Bachelor's or master's degree in Cultural Studies, Music, Communications, Event Management or a related field;
- 1+ years of working experience in a similar role within the arts or cultural sector;
- Familiar with arts organizations and education institutions in Hong Kong & the region;
- Proficiency in verbal and written Chinese & English, fluency in Mandarin is preferred;
- Excellent communication, presentation, and interpersonal skills;
- Self-driven, passionate in the music and/or broader arts field;
- Capable of managing multiple tasks in a deadline-oriented environment;
- Creative mindset with the ability to think strategically and execute innovative ideas.

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