

## **Foundation for the Arts and Music in Asia (FAMA): Bringing Vocal Music to Live Stages and Cinema Screens**

**FAMA** is a non-profit organization formed to increase the awareness of classical vocal music in Asia and to encourage participation in its promotion by individuals and both private and civic groups. Under the leadership of its Chairman, Mr. Laurence Scofield, who introduced *The Met: Live in HD* to the Hong Kong region in 2009, FAMA works with governmental agencies, private individuals, and partner organizations on a wide range of initiatives, including Metropolitan Opera screenings in Hong Kong, live music events, and community outreach programmes that help build appreciation for vocal music. The Foundation also supports selected individuals in pursuing their studies and serves as a strong advocate for audience development and financial support for other arts organizations.

We are now seeking a passionate and dedicated **Programme Coordinator** to join our team and help promote awareness of classical music in Hong Kong. This position offers a valuable opportunity to gain hands-on event planning experience, build meaningful connections within the local cultural field, and work under the direct guidance of our Chairman and Programme Manager.

### **PROGRAMME COORDINATOR**

#### **Duty and Responsibilities**

- **Event Coordination and Programme Management:** Oversee the planning, execution, and logistics of classical music events, including our flagship program, [The Met: Live in HD in Hong Kong](#), and other live performances, including but not limited to [live music concerts](#), opera screenings, and educational outreach programmes in the community.
- **Content Creation and Promotion:** Prepare and manage promotional materials, including visual content, video, and audio. Proficiency in design software and visual composition is preferred. Update websites and YouTube channels, and help execute marketing plans.
- **Stakeholder Collaboration:** Facilitate communication and collaboration with internal and external stakeholders, including local and international artists, for interviews, performances, and program development.
- **Research and Logistics:** Conduct research and handle logistical preparations to ensure the successful implementation of programmes.
- **Ad-Hoc Tasks:** Perform additional tasks as required to support the Foundation's mission.

#### **Requirements**

- Bachelor's degree, preferably in Music, Cultural Management, Cultural Studies, the Arts, or a related field. Master's students and graduates in Arts Management will be given priority. Fresh Bachelor graduates are also welcome.
- Excellent written and spoken Cantonese and English; proficiency in Mandarin is an advantage.
- Basic knowledge of HTML is a plus.
- Proficiency in Adobe Creative Suite, such as Photoshop, Illustrator, Audition, and Premiere Pro, or other design software, is highly desirable.
- Prior experience in arts administration is an advantage.

**Interested candidates are invited to send their full résumé, including expected salary and availability, to [coco.wong@fama.org.hk](mailto:coco.wong@fama.org.hk) (Attention: Miss Coco Wong, Programme Manager).**

(Only shortlisted candidates will be contacted. Data collected would be used for recruitment purposes only.)