

Programme Assistant/Manager Job Description

Availability: Immediate

Under the Programme & PR Team, this role focuses on the overall coordination, planning, management, and on-the-ground execution of projects, requiring the ability to independently lead projects and handle unexpected situations.

Job Responsibilities:

1. Project Planning & Execution:
 - Assist the Programme Director in planning the orchestra's concert season, tours (mainland China and overseas), and outreach activities
 - Oversee the project timeline, venue arrangements, transportation, and production details
2. Budget & Cost Control:
 - Responsible for monitoring project budgets, handling related procurement, contract negotiations, and expense settlements
3. Team Coordination:
 - Internally, coordinate with the orchestra's administration, promotion, and marketing departments
 - Externally, liaise with venues, artists, musicians, suppliers, and partners
4. Musician Coordination:
 - Conduct pre-collaboration communication with partnering artists and orchestra musicians
 - Oversee the procurement, rental, and copyright processing of sheet music
 - Assist the Programme Director in signing or confirming performance agreements
5. On-Site Management:
 - Serve as stage manager and backstage coordinator during rehearsals and performances, liaise with venue technical teams
 - Develop detailed performance flowcharts covering work arrangements for all on-site personnel

6. Administrative Support:

- Assist with departmental clerical work, including performance approval documents, project content writing, and document compilation

7. Emergency Handling:

- Address unexpected issues related to artists, musicians, or venues during rehearsals/performances

Qualifications:

- Bachelor's Degree in Arts Management, Music, Cultural Studies, or a related field
- 3-4 years of relevant stage work experience, including at least 2 years in management or coordination roles
- Familiar with performance production processes, with strong organizational and crisis management capabilities
- Excellent written and verbal communication skills in both Chinese and English; fluent in Cantonese, English, and Mandarin.
- Proficient in audio/video and image editing software, and skilled in MS Office applications (Word, Excel, PowerPoint, etc.)
- Proactive, self-motivated, able to work independently, with strong stress resistance, and adaptable to working on weekends and evenings
- Familiar with the ecosystem of the classical music industry and the operation and rehearsal culture of orchestras
- Possess good artistic judgment and the ability to balance artistic needs with administrative resources
- Some experience in cost control and commercial negotiation skills
- Capable of direct communication and negotiation with musicians

If you are interested in this job position, please send your resume and to hkso@stringorchestra.org.hk with the subject "Programme Assistant/Manager Application – [Applicant's Name]".