

項目經理

工作內容

- 負責管理及執行不同的音樂教育項目
- 安排音樂表演
- 處理日常行政工作
- 對外聯繫及協調
- 協助推廣 Addoilmusic 的理念
- 5 天工作，星期六日或需外出工作
- 於葵涌區工作，或需到活動相關的地區工作

資歷要求

- 具大學學歷
- 最少 3 年工作經驗
- 具音樂教育工作經驗優先
- 具管理 Facebook Page/ Instagram 經驗
- 具備基本樂理知識
- 對推廣創意音樂教育及流行曲有興趣
- 良好中英文書寫及溝通能力
- 主動、獨立、有責任心及團隊合作精神

有興趣的申請者歡迎將詳細履歷並要求待遇，電郵至 info@addoilmusic.com

一切申請資料絕對保密及只用作招聘有關職位。若三星期內仍未獲通知，即其申請未獲考慮，而申請人之個人資料亦將在完成招聘程序後銷毀。

Project Manager

Job Duties

- Implementation and execution of music education projects
- Organizing music performances
- Handling daily administrative work
- Co-ordinate with external parties
- Promote Addoilmusic's mission
- 5-day work, occasional shift duty required
- Work in Kwai Chung, and other districts related to our projects if necessary

Requirements

- Degree holder
- At least 3 years working experience
- Experience in working in school will be an advantage
- Experience in managing Facebook Page/ Instagram
- With basic knowledge of music theory
- Keen on promoting innovative education and pop music

- Good command of spoken and written English and Chinese
- Responsible, proactive, independent and good team player

Interested applicants please send full resume with expected salary and email to info@addoilmusic.com

Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 3 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment exercise.