

Junior / Senior Arts Administration Officer

Premiere Performances is Hong Kong's preeminent presenter of solo recitals and chamber music. Our world class recitals, chamber music festival, outreach/ education programmes and school concerts are distinguished by our drive to present the best to every audience and to make live music accessible to all.

This is a great opportunity to join a dynamic and experienced team in one of the city's most exciting arts organisations.

DUTIES:

- Provide daily administrative support;
- Assist on the publication of all publicity materials to maximise brand promotion, including videos and online graphics;
- Support marketing campaigns for our internal and external programmes;
- Assist on copywriting, translation and press release writing;
- Help delivering marketing campaigns within agreed timeframes;
- Execute artist itineraries in coordination with artists and staff in a professional manner;
- Other duties as assigned.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

- Initiative, creativity and ability to organise and prioritise;
- Excellent presentation skills and good interpersonal skills;
- Outstanding verbal and writing skills in both English and Chinese;
- Proficiency in MS applications and Chinese word processing;
- Proficiency in Adobe InDesign, Illustrator, & Photoshop and/or other common computer design and layout applications
- A willingness to go above and beyond and thrives under pressure;
- Must be organized and detail oriented;
- Work independently as well as in a team;
- Knowledge or background in classical music desirable.

QUALIFICATION STANDARDS

- University graduates in Music, Commerce, Marketing, Communications or relevant field;
- Hong Kong permanent resident aged 18 or above

Applicants should send a detailed resume to info@pphk.org and brian.chui@pphk.org

All applications will be treated in the strictest confidence.