



Founded in 2003, PMA Music Foundation (PMF) works with renowned musicians and inspirational figures around the world to touch lives through music, to bring hope and care to the needy ones. PMF holds the mission of “Music to serve, Music to heal, Music to enjoy and Music to inspire”. Curating music events and utilizing music as a tool to educate the community and the young generation for a serving and thankful heart with appreciation. As of today, having organized over 120 events in Hong Kong, the beneficiaries comprised more than 20 local or global social organizations which serve children of blind, deaf, autism, mentally or physically handicapped, cancer, illiterates, children from deprived family as well as the elderly. In 2019, PMF founded the Music Angel Orchestra, an ensemble for autistic students, and the True Colors Symphony, which is an inclusive orchestra with a choir serving the able and differently-able. The position will be responsible for the Music Angel Orchestra, True Colors Symphony and other new projects at schools/community.

Website: www.pmf.org.hk

Position: Project Manager

Responsibilities:

1. Project Management - Oversee the planning, implementation, and tracking of projects from start to finish. Develop detailed project plans, including timelines, budgets, and resource allocation; ensure projects are delivered on time, within budget, and to the required level of quality.
2. Communication and Coordination - Establish and maintain effective communication and relationships with stakeholders, including project team members, partners, and external organizations.
3. Risk Management - Identify and manage project risks and issues, and develop contingency plans as needed.
4. Provide regular progress updates to senior management and stakeholders.
5. Ensure compliance with all relevant policies, regulations, and standards.

Requirements:

1. University graduate in music, communication, marketing or other related discipline with 4-5 years of working experience
2. A can-do attitude is a must! Proactive, detail-minded, responsible, adaptable with tactful communication and interpersonal skills
3. Flexible working hours, able to work on weekends or public holiday

4. Excellent command of English and Chinese, both written and spoken
5. Working experience in marketing, arts and cultural, social services sector, knowledge in music would be an advantage

Please send a detailed resumé and cover letter with current and expected salaries to Ms. Geneva Tam at <genevatam@hkpma.com.hk>. All applications will be treated in the strictest confidence. Personal data collected will be used for recruitment purposes only.

HKAAA JOB MKT