



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 Officer

Responsibilities:

1. Project Management – Assist in implementing and executing projects of social value; assist in developing project plans, timelines, budgets, and resource allocation.
2. Communication and Coordination - Facilitate the communication and keep a harmonious relationship between different stakeholders
3. Marketing –Develop marketing materials and assist with content writing for project-related communications.
4. Undertake additional assignments, as required, to support the successful completion of projects; ensure projects are delivered on time and to the required level of quality; perform ad hoc assignments as required

Requirements:

1. Fresh graduates are welcome
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. Computer knowledge of Microsoft Office, familiar with design software and video editing would be a plus
6. Knowledge in music, working experience in social services sector, arts and cultural or marketing would be an advantage

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