



SingFest Limited

Education is at the heart of SingFest. Founded in 2012, SingFest aims to provide the highest quality of performances and innovative educational programmes, through a coherent platform connecting local singers, instrumentalists, and audiences. To implement our mission, SingFest has actively launched a series of choral-related performances and education programmes for professional musicians, school teachers, students and music enthusiasts, under the guidance of world-class maestros.

For more information about SingFest (The Company), please visit www.singfest.hk.

Vacancy: **Company Manager (Part-time)**

Responsibilities:

- (a) Manage and assist with the company's daily operations;
- (b) Monitor the company's budget and optimize expenses;
- (c) Lead and work with different parties to ensure the company's plan run smoothly;
- (d) Communicate with the board of directors, artistic director, music director, funding bodies, administration teams and related parties;
- (e) Regularly report company activities and financial situation to the board of directors;
- (f) Prepare all relevant documents of the company; and
- (g) Perform any ad-hoc duties related to the company.

Requirements:

- (a) Bachelor's Degree is required;
- (b) Minimum of five years' relevant experience in performing art management is preferred;
- (c) Passionate in choral theatre/performing arts industries;
- (d) Good communication and writing skills in both English and Chinese;
- (e) Self-motivated, well-organised, and strong management capability;
- (f) Excellent problem-solving skills, flexible, responsible, pleasant and mature personality; and
- (g) Working in evenings and weekends occasionally is required.

We are an equal opportunity employer. We offer friendly and flexible working environment to staff.

Interested parties please send your application with your CV and expected salary to recruitment@singfest.hk. Recruitment open until the position is filled.

(Candidates not invited for an interview within two months may consider their applications unsuccessful. All information received will be used for recruitment purpose only and kept in strict confidence.)