



Project Officer - Metropolitan Youth Orchestra of Hong Kong (MYO)

Position Overview

MYO is seeking a proactive and well-organised **Project Officer** to support the planning and delivery of the orchestra's rehearsals, concerts, outreach events, and educational activities. This role is ideal for someone passionate about the performing arts and youth development, who enjoys hands-on work in a dynamic and purpose-driven environment.

Weekend duties are **essential**, as the position requires attendance at rehearsals, concerts, and other weekend events.

Key Responsibilities

- Assist in planning, coordination, and on-site execution of rehearsals, concerts, and special events.
- Manage logistics, venue arrangements, schedules, and communication with participants and partners.
- Provide administrative and clerical support to ensure efficient daily operations.
- Liaise with parents, students, volunteers, tutors, and external stakeholders in a professional and friendly manner.
- Support community outreach and education initiatives that reflect MYO's charitable mission.
- Handle ticketing, documentation, and other procedures related to events and programmes.
- Contribute to event promotion and materials preparation when required.

Qualifications and Requirements

- Bachelor's degree in arts management, music, communications, business, or related discipline.
- Minimum **2 years' administrative or project coordination experience**, preferably in an arts, education, or NGO environment.
- Strong organisational and communication skills with meticulous attention to detail.
- Proficient in Microsoft Office and general administrative systems.
- Able to work independently and collaboratively under tight timelines.
- **Willing and available to work on weekends, occasional evenings and public holidays.**



- Experience or background in music, orchestral activities, or performing arts will be a strong advantage.

Applicants should send a detailed resumé with current and expected salaries to genevatam@hkpma.com.hk

All applications will be treated in the strictest confidence. Personal data collected will be used for recruitment purpose only