



Fuel Your Passion for Music & Organization: Project Coordinator

Introduction:

Flower Music is a vibrant Hong Kong music production company and event organizer dedicated to enriching lives through music since 2008. We operate Little Flower Kids Music, a dedicated sub-brand specializing in high-quality music events and activities for children. As part of this creative family, the Little Flower Choir serves as our flagship youth program.

We are seeking a motivated **Project Coordinator** to support our core administrative operations and play a key role in the daily management of our Choir. Join us and help Flower Music soar to new heights!

Position: Project Coordinator (full-time)

Schedule: 5 days per week (including Saturday)

Location: Sheung Wan and related locations

Responsibilities:

Contribute to Flower Music Projects: Develop and organize projects, events, activities, and administrative tasks.

Support Little Flower Choir Operations: Handle choir logistics, administration, and student engagement.

Streamline Operations: Organize marketing, logistics, and project administration for both branches.

Connect and Collaborate: Build relationships with tutors, students, clients, and stakeholders.

Be Versatile: Occasional irregular hours required for events or productions.

Qualifications:

Organized and Detail-Oriented: Ensure accuracy and efficiency in all tasks.

Passionate Heart: Share a love for music and interacting with young children and their parents.

Independent and Effective: Thrive in a fast-paced environment, meet deadlines, and manage tasks efficiently.

Proactive Spirit: Enjoy initiative, problem-solving, and a dynamic work setting.

Linguistic Expertise: Fluent in spoken and written Cantonese and English.

Academic Foundation: Relevant degree or tertiary education preferred.

People Person: Possess strong interpersonal skills and phone communication confidence.

Choir Experience a Plus: Prior choir management experience is a valuable asset.

Application:

Send your resume and cover letter to joinus@flowermusic.hk by Feb 5, 2026

State your current/expected salary and availability.

Shortlisted candidates will be contacted.

Contact:

Enquiries: joinus@flowermusic.hk, (Ms. Chui)

Website: www.flowermusic.hk