

# Hong Kong Inter-School Choral Festival

## Programme Officer (Contract)

(7-month Contract period: 1 September 2025 - 1 April 2026)

### Job Overview

This position offers a chance to work as part of a highly dynamic and tight-knit group. The Programme Officer will work directly with the Senior Manager, Conductor and Directors of HKVC Limited to plan and implement its programmes.

From curating large-scale choral events for students and teachers, liaising with world renowned choral experts to pitching projects to our potential sponsors, they will not only gain first-hand experience in conventional art administration skills, but also tackle challenges in different aspects of an arts organization.

Working in such a closely-bonded environment also means they can receive timely feedback and guidance on their work and contribute as a valuable member of the team.

### Key Responsibilities

- Under the supervision of the Senior Manager, help curate and organise a variety of choral educational events, including the Hong Kong Inter-School Choral Festival 2026 and long-running programmes such as the School Choir Incubator Programme and the Hong Kong Inter-School Choir. The range of tasks includes handling promotion and marketing, application and enquiries, liaison with guests, venues and other third parties;
- Assist with daily operations of HKVC Limited, including collaboration and coordination with different groups and stakeholders, social media management, and other administrative duties;
- Assist in the development of new programmes, including preparing pitches and presentations, securing fundings and liaising with potential sponsors and partners.
- Perform ad-hoc assignments and other duties as assigned to support the organization's mission and objectives.

### Qualifications

#### Education & Experience

Graduates of local or overseas universities, obtained within the last 3 school years at the time of application. Art related or humanities majors, such as music, art administration, arts and social sciences will be an advantage.

#### Skills and Abilities

- Candidates must be permanent residents of the Hong Kong Special Administrative Region aged 18 or above
- Graduates of local or overseas universities, obtained within the last 3 school years at the time of application. Art related or humanities majors, such as music, art administration, arts and social sciences will be an advantage.
- Motivated and energetic. Keen to gain experience and exposure in art administration.
- Able to adapt to a flexible and fast-paced working environment
- Prior experience in project management, such as involvement in student societies and extracurricular groups
- Good command of written and spoken English and Chinese
- Basic command of softwares, including Word, Excel, Powerpoint, Canva and jotform.

**Bonus Requirements:**

- Basic photos and videos editing skills
- Basic graphic design skills

**Application Process**

The Hong Kong Virtuoso Chorus Limited is an equal opportunity employer. Interested candidates should submit their resume, cover letter, and any relevant work samples to [hkicf@hkvchorus.org](mailto:hkicf@hkvchorus.org). Only shortlisted candidates will be notified.