

Hong Kong Inter-School Choral Festival Assistant Manager (Programme)

Job Description

Report to the Manager (Programme), the **Assistant Manager (Programme)** will be responsible for:

- Develop and execute HKICF Programmes in collaboration with teammates, including strategic planning, budgeting oversight, archival systems, and administrative management;
- Build and maintain strategic relationships with vendors, collaborators, schools, NGOs, and key stakeholders at all organizational levels;
- Oversee concert and programme production operations while working closely with production teams;
- Support administrative functions for efficient programme delivery, including attendance tracking, programme evaluation and surveys, and preparation of materials and reports for senior management;
- Performing ad hoc assignments and other duties as required to support the organisation's mission and objectives.

You should have/be:

Education

Bachelor's Degree in cultural management, music, cultural studies, or related fields preferred.

Experience

Minimum 5 years of relevant working experience in arts and cultural sector, or a related field, preferably with exposure to NGOs, Government, or public and social service settings. Candidates with more experience may be considered for the position of Manager.

Requirements

- Good command of written and spoken English and Chinese.
- Good interpersonal and teamwork skills, strong drive and career interest in charity work.
- Demonstrated passion for arts and culture, especially in choral music or music fields.
- Responsible and enthusiastic individual with creative energy and self-initiative, able to work under pressure and meet tight deadlines.
- Quick thinker, confident and well-organised, flexible, and have the ability to multitask and do what it takes to get the job done.
- Proficient in MS Office and relevant software applications.
- Ability to handle sensitive and confidential information with discretion.
- Hong Kong permanent resident aged 18 or above

Application Process

The Hong Kong Virtuoso Chorus is an equal opportunity employer. Interested candidates should email their cover letter, CV, expected salary with contact information to info@hkvchorus.org by 31 Mar 2026.

The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within six weeks may consider their applications unsuccessful.