



City Chamber Orchestra of Hong Kong (CCOHK) invites university music graduates with professional experience and relevant knowledge to apply for the following position:

Concert Manager & Librarian 音樂會及譜務經理 (Full-time)

The Concert Manager & Librarian works in collaboration with the Artistic Director and renders hard-working support towards the implementation of all CCOHK performances. The Concert Manager & Librarian will be a team-spirited, musically skilled, and highly motivated individual, capable of running the technical operations of the orchestra to the highest standard. The successful candidate will be passionate about classical music and demonstrate excellent digital and verbal communications both in English and Chinese. Duties include the preparation of music scores, concert organization, technical planning, scheduling, and stage management. The Concert Manager & Librarian must be able to read orchestral scores and devise stage plans, be prepared to move equipment, and capable of juggling several projects simultaneously with minimal supervision. Occasional evening and weekend work is required.

Important attributes

- Polite, helpful and reliable
- Detailed orientated
- Advanced digital/IT skills
- Chinese translation and proofreading skills
- Knowledge in the theatrical arts an advantage

Job commencement date: 01 September 2024

Suitable candidates should apply in writing by email with their CV and a letter of introduction addressed to the **Artistic Director, City Chamber Orchestra of Hong Kong (leanne@ccohk.com)**. The letter shall include an expected salary commensurate with experience and two referees with their email/mob contacts. If invited for an interview, a formal reference letter from a former employer or music mentor will be required.

About City Chamber Orchestra of Hong Kong

Since 1999 City Chamber Orchestra of Hong Kong (CCOHK) has established itself as one of Asia's leading chamber orchestras. Members are professional musicians who deliver award-winning and internationally acclaimed performances and recordings. CCOHK's annual concert season highlights the performance of small-scale orchestral works in diverse music styles, collaborations with world-class artists and newly curated orchestra-theatre programmes for young audiences.

(All personal data received will be used for recruitment purposes only)