



City Chamber Orchestra of Hong Kong (CCOHK) invites graduates of a tertiary institute (preferably obtained within the last 3 years) to apply for the following position:

Project Assistant 項目助理 (Full-Time)

Candidates must be permanent residents of the HKSAR aged 18 or above who are passionate about music and pursuing a career in arts administration. The Project Assistant shall assist the Executive & Artistic Director and the Concert Manager in the general administration, marketing needs and technical requirements of the orchestra. Duties include concert planning, stage management, preparing marketing materials, ticketing, merchandise sales, programme research and costume and props handling. A working knowledge of orchestral practices will be required. The candidate must be a good team player, hard-working, reliable, capable of handling stress and capable of working on several projects at a time with detailed precision. Occasional evening and weekend work required.

Further skills and attributes

- Excellent spoken and written English and Cantonese
- Good communication skills
- Advanced digital/IT skills

Job commencement date: 01 December 2023

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 must 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)