



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

Project Assistant 項目助理 (Full-Time)

Applicants must be permanent residents of the HKSAR and passionate about pursuing a career in orchestral administration and stage management. The Project Assistant reports to the Artistic Director and the Concert Manager and assists the team in the general administration and concert planning of the orchestra. Knowledge of orchestral practices is essential. Duties include stage management, ticketing, marketing and concert preparation. Candidates must be good team players who are cheerful, reliable and driven to make each concert a roaring success. The Project Assistant must also possess good memory skills and be capable of handling multiple projects with detailed precision. Occasional evening and weekend work required.

Further skills and attributes

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

Job commencement date: 10 March 2025.

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@cco hk.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 reference letter from a former employer or music mentor will be required.

About City Chamber Orchestra of Hong Kong

City Chamber Orchestra of Hong Kong (CCOHK) was founded in 1999 by oboist Leanne Nicholls and has developed into one of Asia's leading chamber orchestras. Members are professional musicians who deliver award-winning and internationally acclaimed performances, tours and recordings. CCOHK's annual concert season highlights the performance of chamber orchestral works in diverse music styles, collaborations with world-class artists and newly curated orchestra-theatre programmes for young audiences. CCOHK is sponsored by AEDAS and is currently the recipient of the ADC Eminent Arts Group Scheme.

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