



藝術總監 ARTISTIC DIRECTOR  
李垂誼先生  
MR TREY LEE

榮譽贊助人 HON. PATRON  
董建華先生  
THE HON TUNG CHEE HWA, GBM

## **Position Available – Marketing Officer** (Ref. SMO/2024/02/MS)

### **Organization Description**

Founded in 2010 under the vision of renowned cellist Trey Lee, Musicus Society (the “Society”) is a registered charity devoted to promoting cross-cultural collaboration of music internationally with projects such as Musicus Fest, Musicus Heritage, Musicus Inspires! and the recently formed chamber ensemble Musicus Soloists Hong Kong. Musicus Society is financially supported by the Art Development Matching Grants Scheme of the Government of the Hong Kong Special Administrative Region.

### **Job Description**

Report to the senior management in promoting the Society and its concerts, education events and training programs in Hong Kong and abroad. Responsibilities include:

- Produce high quality and timely publicity materials for both online and offline channels, working with designers, photographers, videographers or other contractors as necessary;
- Identify suitable online and offline paid or non-paid channels to expand the reach and exposure of the Society, negotiating with sales executives as necessary;
- Maintain good communication with internal and external stakeholders, including agencies, artists, media, event partners and other contractors;
- Monitor ticket sales, manage ticketing operations and prepare relevant reports;
- Consolidate post event/concert figures and produce round-up and monthly reports;
- Participate in ad-hoc projects/assignments as required.
- Working location: Chai Wan

### **Requirements**

- A degree holder, preferably with knowledge or interest in arts or classical music;
- Minimum 3 years of work experience in marketing or arts administration;
- Experience in arts marketing or a small to medium size NGO will be an advantage;
- Highly detail-oriented, organized, excellent interpersonal and communication skills;
- Good English written skills; fluent in English and Cantonese;
- Competence in IT including Microsoft Office and Adobe Creative Suite (particularly Illustrator and/or Photoshop); knowledge in CMS and/or CRM will be an advantage.

### **Compensation and Benefits**

- Salary offered will be commensurate with experience and qualification;
- Comprehensive medical plan.

### **Application**

Any interested party should apply with a cover letter and full resume stating present and expected salary, and earliest availability. Such information should be sent to: [hr@musicussociety.org](mailto:hr@musicussociety.org) on or before **1 March 2024**. Applicants not invited for interviews within 8 weeks after submitting their applications may assume their applications are not successful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. Musicus Society reserves the right to consider late application and not offer any appointment for the post advertised.

**MUSICUS**

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