

Foundation of Arts and Music in Asia Program Coordinator and Assistant to the Chairman

Are you passionate about a career in the Arts?

Are you soon going to graduate with a BA or MA degree in a liberal arts or arts-related field?

Are you ready to help contribute to the cultural enrichment of the people of Hong Kong?

Foundation of Arts and Music in Asia (FAMA) is a non-profit NGO limited by guarantee established in Hong Kong in 2009. Our mission is to help enhance the enjoyment and the quality of life for Hong Kong people through music and the Arts.

We collaborate with government organizations such as the Leisure and Cultural Services Department and RTHK Radio 4. We put on programs with leading cultural organizations like Tai Kwun Centre for Heritage and Arts and Le French May as well as major universities such as the University of Hong Kong and the Hong Kong Academy for the Performing Arts. In Hong Kong, we are the official representative of *Met: Live in HD* from the Metropolitan Opera of New York, America's leading performing arts organization. We also sponsor a regular annual scholarship program that's helped many students launch meaningful, professional careers in the Arts. For more information about our Chairman, Mr. Laurence Scofield and our Vice Chairman, Mrs. Brenda Scofield, you may refer to this recent profile in a Hong Kong magazine. <https://drive.google.com/open?id=1ooqxf8PcuuECxl7qwb1SQ4f-ohobfcTk>

What you will do in this post

In this job you'll work directly with the Chairman of FAMA on all areas of the Foundation's activities. You'll be a key player in work to develop and implement strategy, liaise with cinema and other venue executives, coordinate with musicians about concerts and performances, participate in the planning and developing of performance activities, including four annual chamber music concerts (see link <https://drive.google.com/open?id=1NmWQnAVM7Mxi0alrg2fF4QQOLHitjk4h> for information about a recent concert with Le French May.) You'll handle enquiries from ticket buyers and undertake a key role in planning and executing on an activity calendar with more than 50 events per year in cinemas and performance spaces. You'll work with graphic artists on design of promotional materials for concerts and cinema presentations. You should be able to learn video editing using Adobe Premier for the purpose of editing trailers and promo videos used in advertising Foundation events to the public. You'll need excellent spoken and written English skills.

FAMA offers 5 DAYS WORK with approximately one Saturday evening per month on site at the Academy for the Performing Arts Heritage campus, plus medical benefits.

Interested parties, please send academic transcript, previously earned degrees and details of any work experience with the expected salary to Ms. Deborah Kwok at deborah@schednet.com asap.