

## Senior Officer / Assistant Manager (Productions)

About the Role:

Opera Hong Kong is seeking a dedicated and organized individual to join our team as a Senior Officer / Assistant Manager (Productions). This role will assist the Artistic Director and Productions Manager in various production and education projects, including artists' coordination, chorus administration, ticketing, preparing marketing materials, and assisting education and outreach programmes.

Key Responsibilities:

- **General Assistance to the Artistic Director:**
  - Coordinate rehearsals, including arranging venues and monitoring attendance.
  - Assist in performances by managing detailed requirements of production contracts, such as hiring sets, costumes, and venues.
  - Liaise with performance venues on all aspects of booking.
  - Prepare subtitles, including translations.
  - Monitor actual expenditure against the agreed budget and explain any significant variances.
- **General Production Operations:**
  - Oversee general production operations to ensure smooth execution of all production activities.
  - Manage logistics, including transportation and accommodation for artists and crew.
  - Oversee the coordination and arrangement of artists related to productions, ensuring all artistic requirements are met.
  - Work closely with artists and stage teams to ensure production is smooth.
  - Manage ticketing operations, including coordinating with ticketing platforms and handling customer inquiries.
  - Manage all third-party ticket booking arrangements.
- **Artistic Programme Committee:**
  - Act as the secretariat for the Artistic Programme Committee.
- **Other Duties:**
  - Perform any other duties assigned by the General Manager or the board of Opera Hong Kong.

Qualifications and Requirements:

- Tertiary education or above with a minimum of 2 years relevant experience.
- Independent, self-motivated, and possess good interpersonal skills.
- Proficiency in spoken and written English and Chinese is essential.
- Proficient in MS Word, Excel, PowerPoint, and Chinese word processing.
- Knowledge of performing arts is a definite advantage.

How to Apply:

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to [rec\\_mc@operahongkong.org](mailto:rec_mc@operahongkong.org)

Join Opera Hong Kong and contribute to the vibrant world of performing arts. We look forward to receiving your application!