

## Assistant Manager / Manager - Education and Outreach Activities (E&O)

### Job Responsibilities:

- **Manage OHK Children Chorus and OHK Chorus:** Oversee the day-to-day operations, rehearsals, performances, and overall development of the choruses.
- **Daily Operation of OHK Children Chorus (OHKCC) Classes:** Handle promotion, class structure, fee collection, and coach recruitment to ensure smooth functioning.
- **Liase with Schools, Parents, and Social Organizations:** Foster and maintain strong relationships with educational institutions, parents, and social organizations to support and promote fundraising, education, and outreach programs.
- **Manage E&O Programmes:** Organize and oversee programs such as Summer Camp, Summer School, Annual Concert, mini opera/school tours, and scholarship initiatives.
- **Operation of Music Centre:** Manage the daily operations of the music centre and develop new projects and courses to enhance the centre's offerings.
- **Project Management:** Plan, execute, and monitor various projects within the education and outreach department to ensure successful completion and alignment with organizational goals.
- **Supervise General Administration:** Oversee all indoor and outdoor activities, ensuring they run smoothly and efficiently.
- **Support Committee Meetings:** Provide comprehensive support services for committee meetings, including preparation of materials, minute-taking, and follow-up on action items.
- **Assist in OHK's General Operations and Productions:** Support general operations and productions as assigned to ensure the organization's objectives are met.

### Qualifications:

- Bachelor's degree in Education, Arts Management, Social Sciences, or a related field.
- Proven experience in managing educational or outreach programs.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse groups, including schools, parents, and social organizations.
- Passion for community service and education.

### How to Apply:

Interested candidates are invited to submit their resume and cover letter detailing their relevant experience and why they are a good fit for this role to [rec\\_mc@operahongkong.org](mailto:rec_mc@operahongkong.org)

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