Music Administrator

Reporting to the Panel Chair of the Music Department and the College’s Music Director, the Music Administrator is responsible for providing administrative and operational support to the Music Department of the College.

The ideal candidate should:

- Hold a university degree (a degree in a music-related discipline is not necessary, though may be an advantage if it is supported by relevant administrative experience);
- Have at least 2 years of relevant work experience in education or arts-related administration;
- Be proficient in Microsoft Office, with proficiency in music notation software (Sibelius) an added advantage;
- Be proficient in Cantonese and English (with Mandarin an added advantage);
- Be committed, responsible, highly organized and detailed-oriented;
- Be able to multi-task and work in a team environment;
- Be motivated by work in the education sector.

Applicants are invited to apply by submitting an application letter that specifically addresses the areas outlined above together with resume showing current and expected salary by email to adminoffice@spcc.edu.hk or by post to Director of Administration, Administration Office, St. Paul’s Co-educational College, 33 MacDonnell Road, Hong Kong on or before 15 August 2016. Please specify the post you apply for on the envelope. The successful candidates will be required to undergo a Sexual Conviction Record Check (SCRC).

(All enquiries and applications will be treated in strict confidence and only used for employment related purposes.)