



聖保羅男女中學附屬小學

ST. PAUL'S CO-EDUCATIONAL COLLEGE PRIMARY SCHOOL

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 School.

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; with experience in organizing overseas study tours as an added advantage;
- Be proficient in Microsoft Office; with proficiency in related software such as music notation (Sibelius), audio recording (ProTools / Logic Pro), video editing (Final Cut Pro / Adobe Premier) or graphic design (Adobe Illustrator / InDesign) as an added advantage;
- Be proficient in Cantonese and English;
- Be proactive, committed, responsible, highly organized and detailed-oriented;
- Be able to multi-task and work as a team player;
- Be motivated by work in the education sector.

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary to: **spccps@ps.spcc.edu.hk** or by post to **Headmistress, St. Paul's Co-educational College Primary School, 11 Nam Fung Path, Wong Chuk Hang, Hong Kong.**

Please mark "Confidential" and specify the post you apply for on the envelope. The successful candidate 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.)