

Job Description – Executive, Programmes & Admin Ding Yi Music Company Limited

Job Title: Executive, Programmes & Admin

Reports To: Manager, Programmes

Job Summary: The **Executive** is responsible for ensuring that the scheduling and production of Ding Yi Music Company events (concerts, rehearsals, tours, and special events) run smoothly, effectively and in a financially responsible manner. The Executive also functions as a liaison between the ensemble and other vendors, artists and is responsible for carrying out many provisions in the master agreement.

The Executive will also assist to plan, implement and evaluate programmes that contributes towards the goals of the company.

Key Responsibilities:

- Plan and execute concert production and outreach activities of the Ensemble with Manager (Programmes)
- Manage and oversee coordination with the ensemble including set up for rehearsals and concerts, scheduling and calendars, in consultation with Conductors
- Work closely with internal and external stakeholders for concerts and events
- Coordinate logistics and production requirements, timings and special arrangements
- Overseeing the score library and score printing for the musician
- Assist in administrative duties in relation to the musicians

Requirements:

- Passionate about the arts/music
- Strong communication (verbal and written) abilities, in English and Mandarin
- Good project and time management skills, with a meticulous eye for detail
- Possess excellent relationship management skills
- Committed team player, responsible, reliable, and able to work with others to achieve company goals
- Knowledge of or experience working in the arts/music sector will be preferred
- Able to work on weeknight and weekends for programme duties

Interested candidates please send your resume or CV to Ms Sally Ng at sally_ng@dingyimusic.com.