

Curatorial Assistant - Learning & Community

Main Duties

Reporting to Curators, the Curatorial Assistant of Learning & Community will be expected to:

- Work closely with Curators and participate in overall learning and public programme development for CHAT, with cultural institutions, schools and accessibility groups.
- Build and maintain relationships with local and international institutions, oral history participants.
- Assist in translating exhibition content and complexing ideas into relatable language and programming.
- Research and deliver programmes to engage relevant communities including public engagement, workshops, accessibility programmes and group tours.
- Foster and/or conceive inclusivity programmes and environments at CHAT.
- Perform multiple administrative support for efficient project management such as preparing proposal, budget, financial and reports.
- Assist in managing project timeline and budget.
- Liaise and coordinate with both internal and external parties on daily operations of CHAT.
- Perform ad hoc assignments as required.

You should have/be:

- Bachelor's Degree required in cultural management, fine arts, studio arts, museum or related fields and disciplines.
- At least 2 - 3 years' experience in related field.
- Creative ability to work across disciplines including writing, speech and hands-on making.
- People-oriented and sensitive to ways of interacting with various demographics, including children, teens, seniors and accessibility groups.
- Passionate about sharing and sustaining the unique historical context of CHAT.
- Enthusiastic individual with creative energy and self-initiative.
- Proficiency in PC and strong knowledge in Microsoft Word, Excel, PowerPoint.
- Excellent verbal, written and translation skills in both English and Cantonese.
- Flexible and willing to work overtime and weekends at times, especially during peak seasons in preparation for exhibition openings.

TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to hr@mill6chat.org by **10 July 2020**.

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** may consider their applications unsuccessful.*