

Internship 2021

About the post

Work closely with the CHAT team, the Intern will gain exposure and practical training in a selection of these multiple functions of an art centre. Candidates can choose to indicate their areas of interest at the time of application, though it is not guaranteed they will be working in those departments.

Curatorial Intern

- Assist in daily work of department including exhibition planning, collection stewardship, catalogues preparation, editing, EN/CN translation, and administrative tasks.
- Perform research and analyses for programmes development.
- Assist in daily work of textile team such as workshop facilitation support, CHAT Originals production support, and general CHAT Lab and Studio upkeep.
- Assist to generate content for CHAT Shop social media channels.
- Provide on-site support on programmes such as artist talk, screening, workshop, etc.

Learning and Community Intern

- Provide on-site support to learning and community events.
- Support the team on CHAT Memory Bank and handling archival materials.
- Provide EN/CN translation and perform research & analysis for programmes development.
- Assist in administration tasks when required.

Production Intern

- Attend exhibition related meetings and will be responsible for follow-up tasks as assigned.
- Assist in exhibition documentation for RFP to Contractors and curatorial use.
- Assist in coordination with Contractors including oversight in exhibition installation.
- Knowledge of Adobe CS6, AutoCAD, Sketchup. Ability to read architectural drawings a must.

Marketing and Digital Intern

- Assist in creating social media content and the maintenance of CHAT's digital channels.
- Assist in media production including photo and video shoots.
- Perform research and analyses for future marketing campaigns.
- Assist in administration tasks when required.

Requirement

- Undergraduate / Postgraduate students during the internship period with internship credit bearing / compulsory course.
- Permanent residents of the Hong Kong Special Administrative Region.
- Possess high proficiency in written and spoken English, Cantonese and Mandarin.
- Responsible, well-organized, self-motivated, detail-oriented and helpful.
- Have strong interest in art & culture.
- Flexibility for being required to work on weekend when there are programmes.

KEY INFORMATION

- Application Deadline on 22 Nov 2020
- Interview by end of Nov 2020
- Announcement in Jan 2021
- 2 days per week with at least 14 weeks

TO APPLY FOR THIS POSITION

If you are interested in an internship, please submit your application along with below documents to hr@mill6chat.org.

1. CV
2. Personal Statement (Max in 300 words. Please specify why you would like to be part of this internship programme and how this experience may enhance your career plan)
3. Please provide your relevant knowledge and experience that you think would help you in this internship if any.

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