

Internship 2021 (Jun – Aug 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.

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 editorial and administration tasks when required.

Partnership and Development Intern

- Assist in research on potential funders and present findings systematically
- Draft initial correspondence with potential donors and supporters
- Assist in drafting funding materials
- Assist with maintaining the fundraising records and ensuring accuracy and consistency
- Assist in other administration tasks when needed.
- Interested in learning about fundraising for the arts.

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 1 May 2021
- Interview by Mid-May 2021
- 2 days per week with at least 10 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 and all personal data provided will be destroyed.