

Curatorial Assistant – Exhibitions & Collections

Main Duties

Reporting to Curators, the Curatorial Assistant of Exhibitions & Collections will be expected to:

- performing multiple administrative tasks related to curatorial programmes.
- liaise with artists and external parties to produce art works and exhibitions.
- co-ordinate, assist and work closely with the curators of each allocated exhibition, to develop the object list, confirm loans, edit and proof-read all gallery text and label copy, press releases, gallery guides etc. when required.
- support the Curatorial team to liaise closely with all venues on the practical arrangements for each allocated exhibition, including design liaison, loan negotiation and agreements, condition checking, packing, transport, indemnity and insurance, couriers and installation.
- assist in research to support curatorial programme in terms of textile and contemporary art history.
- assist in CHAT's collection research and fill in the inventory system.
- translate and edit diverse texts related to exhibition and collection.
- participate in curatorial discussions in forthcoming exhibition programmes.

You should have/be

- strong interest in CHAT's mission and programmes bridging industrial heritage with contemporary art and design.
- Master's Degree in art history, curatorial studies, history, museology, comparative literature, cultural or visual arts studies or related discipline.
- demonstrate sufficient knowledge on contemporary art and design.
- good team player with strong communication skills and self-initiative.
- having creative idea of exhibitions and workshops.
- minimum 3 years of relevant experience in cultural sectors.
- passionate about working for an arts and cultural organisation to realise your curatorial ideas into dynamic exhibitions and learning content.
- 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 **17 Sep 2021**.

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

Important Note

Centre for Heritage Arts and Textile ("CHAT") is a Temporary Places of Public Entertainment ("TPPE") licensed premise and we abide by the HKSAR government-maintained measures under the Prevention and Control of Disease - Requirements and Directions (Business and Premises) Regulation Cap. 599F. Upon employment by Mill 6 Foundation Limited who operates CHAT, staff is expected to comply with the government stated vaccination or testing requirement and/or other requirements of the company.