

## Internship 2022 (Jan – May 2022)

### 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

- Major in Cultural Studies, Humanities, Social Science preferred.
- Assist in daily work of department including editing, EN/CN translation, exhibition planning, and administrative tasks.
- Perform research and analyses for programme development.
- 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 programme 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 Photoshop, Illustrator, Premiere & Sketchup. Ability to read architectural drawings a must.
- Assist in administration tasks when needed.

## REQUIREMENT

- Must be full time undergraduate / postgraduate students **with credit bearing** during the internship period.
- Work at least 2 full work days per week.
- 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.

## TO APPLY FOR THIS POSITION

If you are interested in this internship, please submit your application along with below documents to [hr@mill6chat.org](mailto:hr@mill6chat.org) by **26 November 2021**. Interviews will be scheduled to shortlisted candidates by Mid-December.

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.*

**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.