

## Administrative Assistant – Creative Production (Full time, 1 year Contract)

### Job Description

Reporting to the Assistant Manager of Creative Production and Operations, the Administrative Assistant is responsible for:

- providing technical supports in Sketchup, floor planning and project programming plans.
- providing administrative support to Creative Production team.
- assisting in installation and de-installation of exhibition; overnight shift may be required.
- administering the exhibit graphics record, maintain an organised archive of production files and operating procedures; weekend and public holiday shift is required.
- assisting in exhibition project to design, prepare and install exhibition graphics such as wall text, object labels, and printed collateral.
- performing any other duties as assigned.

### Qualifications and Attributes

- Bachelor's degree in Architecture, Creative Media, Exhibition Design, Interior Design and Multi-media or related studies.
- Minimum 1 - 2 years in related work experience.
- Knowledge of Adobe CC (Premiere, Photoshop, Illustrator) and Sketchup preferable
- Knowledge of BIM modeling preferable.
- Able to meet tight deadlines, independent, good interpersonal skills and able to communicate effectively at all levels.
- Meticulous attention to details.
- Proficiency in MS Word, Excel and PowerPoint.
- Good Command of English, Cantonese and Putonghua.
- Flexibility for being required to work in off hours, weekend and public holiday from time to time as deemed necessary.

### 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](mailto:hr@mill6chat.org) by 17 Nov 2022.

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** after application deadline 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 that operates CHAT, staff is expected to comply with the government stated vaccination or testing requirement and/or other requirements of the company.