

Curatorial Assistant – Learning & Community

Job Description

Reporting to the Director of Curatorial Programme Management, the Curatorial Assistant is responsible for:

- providing administrative support to curatorial programmes in general and efficient project management such as preparing rundown, workshop materials, attendance list and survey.
- assisting in delivering programmes to engage relevant communities including public engagement, workshops, accessibility programmes and group tours.
- assisting in recruiting and managing rosters and fostering a close community of volunteers, docents and community members to realise seasonal and long-term workshop experience at CHAT.
- work closely with Curators and participate in the overall development of learning and community programmes for CHAT, with an emphasis on accessibility programmes, as well as with other cultural institutions, schools and organisations.
- fostering and/or conceive inclusivity programmes and environments at CHAT.
- liaising and coordinating with both internal and external parties on programme execution.
- performing other ad hoc duties.

Qualifications and Attributes

- Bachelor's degree in cultural management, fine arts, studio arts, museum or related fields and disciplines; Master's degree will be an advantage.
- At least 1-2 years of experience in related field.
- Creative ability to work across disciplines including writing, speech and hands-on making.
- People-oriented and sensitive to ways of interacting with various demographics, including children, teens, seniors and accessibility groups.
- Passionate about sharing and sustaining the unique historical context of CHAT.
- Experience working with community with different capacity will be a plus.
- Enthusiastic individual with creative energy and self-initiative.
- 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 on holidays/ weekends at times, especially during peak seasons or exhibition opening.

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 Nov 2022.

*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.