

Curatorial Assistant - Learning and Community

Job Description

Reporting to Curators, the Curatorial Assistant of Learning and Community is responsible for:

- working closely with Curators and participating in overall learning and public programme development for CHAT, with cultural institutions, schools and accessibility groups;
- building and maintaining good relationships with teachers and students from local and international institutions and participants from diverse background and capacity;
- assisting in translating exhibition content and complexing ideas into relatable language and programming.
- developing and providing exhibition and thematic tours to audiences from diverse background
- researching and delivering programmes to engage relevant communities including public engagement, workshops, accessibility programmes and group tours.
- fostering and/or conceiving inclusivity programmes and environments at CHAT.
- performing multiple administrative support for efficient project management such as preparing proposal, budget, financial and reports.
- assisting in managing project timeline and budget.
- liaising and coordinating with both internal and external parties on daily operations of CHAT.
- performing ad hoc assignments as required.

You should have/be:

- Bachelor's Degree required in cultural management, fine arts, studio arts, museum or related fields and disciplines.
- At least 2 - 3 years' experience in related field.
- People-oriented and sensitive to ways of interacting with various demographics, including children, teens, seniors and accessibility groups.
- Creative ability to work across disciplines including writing, speech and hands-on making.
- Passionate about sharing and sustaining the unique historical context of CHAT.
- Enthusiastic individual with creative energy and self-initiative.
- Proficiency in PC and strong knowledge in Microsoft Word, Excel, PowerPoint. Knowledge in Adobe Photoshop, Illustrator and Premiere is a plus.
- Excellent verbal, written and translation skills in both English and Cantonese. Fluency in Mandarin is a plus.
- 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 19 May 2023.

*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.*