

## **Assistant Manager – Learning & Community Programme Management**

### **Job Description**

Reporting to the Executive Director & Chief Curator, the Assistant Manager of Learning & Community Programme Management is responsible for:

- working closely with the Learning & Community team, curators, as well as other internal and external parties, to coordinate on all aspects of the realisation of learning and community programmes, and related events and activities;
- liaising with CHAT Team as necessary during all stages in the planning, organising and execution to ensure good information flow and smooth delivery of each programme;
- preparing and overseeing programme schedules and requirements to ensure arrangements will fulfil all contractual obligations and comply with internal administration procedures;
- scheduling and leading regular meetings to ensure action plans are carried out and progress according to the timeline and approved budget;
- preparing and monitoring seasonal exhibitions and programmes budgets with curators;
- managing external relationships with collaborators, freelancers, designers, schools by drafting, negotiating, and managing contracts as appropriate;
- assisting in the development of programme content;
- preparing periodic updates and/or progress report for senior management and stakeholders; and
- performing other ad hoc duties.

### **You should have/be:**

- Master's degree in cultural management or related disciplines;
- At least 6 years of experience in related field and at least 2 years in managerial role;
- Experience of managing learning programmes in the museum and cultural sector, including drafting and monitoring contract and budget;
- Experience in external relationship management;
- Significant and demonstrable project management skills including scheduling and time management, budgeting, contract negotiation and monitoring, and risk management;
- Ability to maintain a flexible approach when working under pressure and to manage multiple projects concurrently with meticulous attention to details;
- Excellent written, verbal, interpersonal and communication skills in both English and Chinese;
- Creative ability to work across disciplines;
- Good team player, enthusiastic with creative energy and self-initiative;
- Passionate to bring up a young arts and culture institution;
- Proficiency in PC and strong knowledge in Microsoft Word, Excel, PowerPoint;
- Flexible and willing to work overtime or irregular hours at times, especially during peak seasons or 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](mailto:hr@mill6chat.org) by 7 Oct 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.*