

Project Coordinator – Seed to Textile (Part-time, 1-year contract)

Job Description

Reporting to Curator and team manager, the Project Coordinator of Seed to Textile will be expected to:

- work closely with Learning and Community team and assist in executing the *Seed to Textile* programme, and work with artists, cultural institutions, schools, NGOs, and other related groups;
- build and maintain good relationships with programme participants;
- communicate with various parties, including partners and participants, and to ensure everyone understands their responsibilities and roles;
- provide necessary support for both onsite and offsite activities and to ensure activities are managed accordingly to the plan and schedule;
- organise and manage programme materials to ensure smooth operations of the activities;
- provide administrative support for efficient programme management, including survey collection and reports preparation; and
- perform ad hoc duties as required.

You should have/be:

- Bachelor's Degree in cultural management, fine arts, studio arts, museum studies, cultural studies or related fields and disciplines preferred;
- 1 year of experience in related field preferred. Passionate or interested in planting and natural dye is a plus;
- willing to work outdoor;
- people-oriented and sensitive to ways of interacting with people of different backgrounds, including children, teens, seniors and groups with different needs;
- 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 and knowledge in Adobe Photoshop, Illustrator and Premiere is a plus;
- good verbal, written and translation skills in both English and Cantonese; fluency in Putonghua is a plus;
- flexible and willing to work irregular hours and during weekends at times, especially during the preparation for major events or exhibition openings; and
- able to work for the entire programme period during April 2024 – Mar 2025 is a must.

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 10 Mar 2024.

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** may consider their applications unsuccessful.*