

Senior Officer – Creative Production (Textiles)

Job Description

Reporting to the Manager of Creative Production, the Senior Officer of Creative Production (Textiles) is responsible for:

- working closely with curatorial team as well as other internal and external parties, to coordinate all aspects of the realisation of textile related matters in CHAT's programmes;
- providing administrative support for creative production team and curatorial team on textile related matters;
- supporting curatorial team in textiles research and object archival;
- managing and working closely with internal sewing team to ensure the project or work schedule is on track;
- conducting research and identifying vendors for outsourcing the production of textile pieces and/or CHAT merchandise;
- compiling quotations from vendors and preparing necessary information for internal discussion;
- planning and managing the production of CHAT merchandise according to the planned schedule and approved budget; and
- performing other ad hoc duties as required.

You should have/be:

- Bachelor's degree in textile design, design, cultural studies or related fields and disciplines;
- minimum of 3-5 years of experience in fashion, textile, design or related fields;
- good understanding of and sensitivity to contemporary art, textiles and local culture
- able to work across disciplines;
- good negotiation skills with stakeholders and business partners;
- proficient in budget and time management;
- good team player, enthusiastic with creative energy and self-initiative;
- proficiency in PC and MacOS and strong knowledge in Microsoft Word, Excel, and PowerPoint;
- knowledge in design software such as Adobe Illustrator or Photoshop is an advantage;
- excellent command on written and verbal English and Chinese (Cantonese and/or Putonghua); and
- flexible and willing to work overtime and on holidays/ weekends 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 by 20 Mar 2024.

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