

## Officer – Learning and Community (Textiles)

### Job Description

Reporting to the Associate Curator of Learning and Community, the Officer of Learning and Community (Textiles) is responsible for:

- working closely with Learning and Community Team and Curatorial Team as well as other internal and external parties, to support all aspects of both indoor and outdoor workshop settings, research, archival organisation, content development, operations and general administration of Learning and Community textile-related programmes;
- providing onsite support for CHAT Lab, CHAT Studio and any other offsite programmes including preparing workshop materials, managing participants' attendance, and compiling survey data;
- organising and maintaining the material database for CHAT Lab and CHAT Studio, including the labelling system for different materials, numbering of shelves, cataloguing, sourcing and replenishing materials;
- assisting in general promotional and marketing material for Learning and Community textile-related programmes; and
- performing other ad hoc duties as required.

### You should have/be

- Bachelor's Degree in textile, fashion or textile design, fine arts, or related fields and disciplines;
- minimum of 2 - 3 years of experience in fashion, textile, design or related fields;
- good theoretical and practical knowledge of textile materials and techniques;
- knowledge in sewing, knitting, and dyeing is an advantage;
- a good understanding of and sensitivity to contemporary art, textiles and local culture;
- able to work across disciplines;
- good team player, enthusiastic with creative energy and self-initiative;
- proficiency in PC and MacOS and strong knowledge in Microsoft Word, Excel, Adobe Illustrator and PowerPoint.
- excellent verbal and written communication skills in both English and Cantonese, Mandarin is a plus; 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](mailto:hr@mill6chat.org) by 11 May 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.*