

## **Job Description**

Crafts on Peel is a charitable organization that aims to revive, reinterpret and perpetuate traditional craftsmanship by fostering collaborations between traditional craftsmen and contemporary artisans through apprenticeship and exchange of techniques to nurture the younger generations of craftsmanship. Through collaborations, artisans breathe new life into traditional crafts, reviving and prolonging their beauty and precious values in our times.

<https://www.craftsonpeel.com/>

We are looking for interns who are friendly, cheerful, outgoing and passionate about arts and crafts. Depending on candidates' ability and interest, they will be involved in the daily operations, art administration, event management, social media and curation aspects of our organization.

### **Responsibilities:**

- Support daily operations of the venue
- Act as docent to provide guided tours to visitors
- Conduct research on exhibitions, local and international artisans
- Support Chinese to English translation (and vice versa) for exhibition and social media content
- Provide social media support, including photos taking and feed ideas into our social media content
- Support ad hoc duties as assigned

### **Requirements:**

- Degree holder from marketing, journalism, communication, arts and cultural studies, media production or related disciplines is preferred
- Excellent command of written and spoken English and Chinese (Cantonese and Mandarin)
- Passionate about promoting crafts and culture in Hong Kong
- Digital-savvy
- Friendly, cheerful, outgoing, reliable and punctual
- Relevant work experience in video production, event management and exhibitions would be a huge advantage

**Work details:**

- Able to work 1-2 days per week from October 2024 to January 2025
- Stipend will be offered

Interested candidates please send your CV and application form to [penelope@craftsonpeel.com](mailto:penelope@craftsonpeel.com), and [yannes@craftsonpeel.com](mailto:yannes@craftsonpeel.com) . Please state the applying position on email subject. Shortlisted applicants will be invited for interview.



**Crafts on Peel Limited**

**Job Application Form**

Name:	(English)		
	(Chinese)		
Contact No.:		Email:	
University: Attending Graduated		Field of Study :	
Interested position:			

Please provide a brief description about yourself.
Please state your reasons for becoming the position that you stated above.

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Do you have any related work experience?

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Please indicate your available on-duty sessions:

	Monday	Tuesday	Wednesday	Thursday	Friday
Full day 10:30am – 6:30pm					

Language Proficiency  
(Tick the appropriate box)

1. Spoken Language(s)

	Fluent	Intermediate	Basic
Cantonese			

Mandarin			
English			
2. Written language(s)			
	Fluent	Intermediate	Basic
Chinese			
English			
Do you know other languages? How would you describe your proficiency?			

**Application Method:**

Please send this application form together with your CV to [penelope@craftsonpeel.com](mailto:penelope@craftsonpeel.com), and [yannes@craftsonpeel.com](mailto:yannes@craftsonpeel.com). Shortlisted applicants will be invited for interview.

**Remarks:**

Information provided will be treated in strict confidence and only be used for recruitment related purposes. All personal data of unsuccessful candidates will be destroyed on completion of the recruitment exercise.