



北山堂基金

Bei Shan Tang Foundation

JOB OPPORTUNITY

Programme Coordinator (Chinese Art and Culture)

The Foundation

Bei Shan Tang Foundation (the “Foundation”) was founded in 1985 by Dr. J. S. Lee with a tax-exempt charitable (Section 88) status. Serving both as a grant maker and operator of philanthropic programmes in Hong Kong as well as internationally, the Foundation is committed to advancing scholarship in the field of Chinese Art and Culture through (1) encouraging the scholarly research and preservation of traditional Chinese art in both academic and museum sectors; (2) supporting capacity building of Chinese art historians and museum professionals for Hong Kong and beyond; and (3) furthering scholarly research of Chinese art by leveraging the Foundation’s collection. The Foundation currently has 59 partnering museums and institutions globally.

In addition to supporting the work of museums and institutions around the world through grant-making projects, the Foundation also supports the capacity building of museum professionals, scholars and graduate students through various fellowship and scholarship programmes. Recently, the Foundation has piloted the School x Museum Learning initiative to extend its reach to local school teachers and students.

Along with its original vision to enhance everyone’s understanding and appreciation of Chinese culture, the Foundation has also dedicated significant resources to supporting educational initiatives in Hong Kong since 2013.

The Role

The Programme Coordinator will play a key role in the Foundation’s Chinese Art and Culture team, one dedicated to advancing scholarship across museums and academic institutions globally. Working closely with Director, Programme Director and team members, the Programme Coordinator will support the implementation of long-standing programmes initiated by the Foundation and special projects co-initiated with external partners, and the administration of third-party grants.

Candidates with an interest in pursuing long-term career in the field of Chinese Art and Culture are encouraged to apply. Candidate with more experience may be considered for the position as Assistant Programme Manager.

Primary Responsibilities will include:

- Coordinate the administration and implementation of the J. S. Lee Memorial Fellowship Programme, such as collecting applications, answering enquiries, compiling presentation documents, and liaising among various stakeholders.
- Support Chinese Art and Culture team's outreaching activities and conduct desktop research and fact-checking when needed.
- Assist in compiling promotion and presentation materials for relevant programmes and events.
- Assist in preparing and tracking programme workflow and budgets.
- Take up other duties as assigned.

Requirements

Applicants should have:

- A minimum of a Bachelor's degree in a relevant field such as Chinese Art History, East Asian Studies, Museum Studies or Cultural Heritage Management.
- 1-3 years of experience in a similar role, preferably in a non-profit organization or academic institution.
- With the character strengths of creativity, curiosity, open-mindedness, love of learning, perspective.
- Excellent written and verbal communication skills, with the ability to communicate effectively with a diverse range of stakeholders.
- Strong organizational skills with the ability to manage multiple tasks at once and meet deadlines.
- Advanced skills of Microsoft Office tools such as Excel, PowerPoint.
- Proficiency in English and Chinese is preferred.

Benefits

- 5-day work week (Monday to Friday)
- Compensatory leave for working on Saturdays, Sundays, and public holidays
- Compassionate leave
- Medical and dental insurance package
- Annual health checkup

Remuneration

Remuneration is negotiable based on the applicant's experience and qualifications.

Notes

The appointee will be offered a two-year fixed-term contract. The position may be renewed subject to the operational needs of the Foundation and mutual agreement.

Only shortlisted candidates will be contacted and invited for a written test. Applications will be reviewed on a rolling basis until the position is filled. Only shortlisted candidates will be contacted for an interview. The Foundation is an equal opportunity employer and welcomes applicants from all backgrounds.

The Foundation strives to advance scholarship in the field of Chinese Art and Culture through grantmaking and initiating philanthropic programmes. The Foundation's major initiatives include its flagship J. S. Lee Memorial Fellowship Programme, Forum for Curators of Chinese Art and Bei Shan Tang Doctoral Thesis Grant. Along with its original mission to promote Chinese Art and Culture, the Foundation now also dedicates a significant part of its resources to support educational initiatives.

How to apply

Please send your resume with a cover letter indicating your earliest starting date and expected salary to at Ms. Erica Yam (Programme Manager) at ericayam@beishantang.org with "Application for Programme Coordinator (Chinese Art and Culture) " in the subject line.

Data collected will be used for recruitment purposes only.