

### **Curatorial Assistant – Learning and Community**

Reporting to Curators in the Curatorial Department, the Curatorial Assistant of Learning and Community is responsible for the coordination and preparation of tours and workshops to cater the meaningful learning experiences to schools, groups, and visitors in and outside CHAT. He/She/They will serve as CHAT's curatorial assistant, assisting learning and community programmes across multiple teams – Curatorial, Production, Communications, and Operation.

With a focus on cross-disciplinary practices and sustainable development, he/she/they assist collaborative learning through inclusive and meaningful educational and public engagement tours and workshops to develop their knowledge and interest in heritage, arts, textiles with sustainable vision.

### **Job Description**

Reporting to Curators, the Curatorial Assistant of Learning and Community is responsible for:

- serving as the main coordinator of group tours and private booking of workshops, handling tour and workshop booking inquiries and email correspondences;
- bookkeeping of learning and community programme budgeting and preparing financial reports;
- liaising and managing all bookings including manpower, facilities and scheduling of CHAT visits for schools, organisations, corporates and VIPs;
- handling tour and workshop-related charges, such as issuance of quotation and invoice, payment follow-up and documentation;
- preparing set up and materials for the guided tours to visitors;
- providing on-site support for docents, volunteers and visiting groups to ensure quality service mainly on weekdays, occasionally on weekends;
- coordinating with the teams or other departments for smooth facilitation of visiting groups, accurate financial records and documentation
- preparing and compiling weekly visit schedules, monthly tour attendance report, income & expense report and tour and workshop performance analysis;
- assisting in developing new channels to promote group visits and workshops; and
- performing ad hoc duties.

You should have/be:

- Bachelor's degree in tourism, hospitality business management, cultural management or related fields with minimum 1-year related working experience.
- previous experience working in arts and cultural environments preferred.
- strong administrative organisational skills and proactive in responding to group visit inquiries. Ability to prioritise multiple tasks in a fast-paced environment.
- experience in budget bookkeeping or management is a plus.
- a good team player.
- good communication skills, interpersonal skills and comfortable speaking in front of people.

- excellent command of spoken Cantonese and English. Putonghua or sign language is a plus.
- good in written Chinese and English is a must.
- proficiency in PC and strong knowledge in Microsoft Word, Excel, PowerPoint.
- willing to work flexible hours including occasional weekends and public holidays when required.

#### **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 16 Feb 2025.**

**Additionally, applicants are required to submit a personal statement of approximately 400 words addressing the following:**

- 1. What motivates you to apply for this position?**
- 2. Why do you believe you are a suitable candidate for this role?**
- 3. What contributions do you think you can bring to CHAT?**

*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.*