

Curatorial Assistant - Learning and Community

Job Description

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

- working closely with Curators and participating in overall learning and public programme development for CHAT, with cultural institutions, schools, community groups and accessibility groups;
- building and maintaining good relationships with teachers and students from local and international institutions and participants from diverse background and capacity;
- Assists in managing docents and volunteers, including scheduling, payroll administration, and the preparation of training materials;
- assisting in translating exhibition content and complexing ideas into relatable language and programming;
- developing and providing exhibition and thematic tours to audiences from diverse background;
- researching and delivering participatory-based programmes to engage relevant communities including public engagement, workshops, performances, talks, accessibility programmes and group tours;
- fostering and/or conceiving inclusivity programmes and environments at CHAT;
- providing comprehensive administrative support for efficient project management, including preparing proposals, budgets, reports, and assisting with project timeline and budget oversight;
- liaising and coordinating with both internal and external parties on daily operations of CHAT; and
- performing ad hoc assignments as required

You should have/be:

- Bachelor's Degree required in cultural management, education, studio arts, museum or related fields and disciplines;
- At least 2 - 3 years experience in related field;
- People-oriented and sensitive to ways of interacting with various demographics, including children, teens, seniors and accessibility groups;
- Creative ability to work across disciplines including writing, speech and hands-on making.
- Passionate about sharing and sustaining the unique historical context of CHAT;
- Attentive to details and able to manage interpersonal relationships and administrative tasks effectively;
- Enthusiastic individual with creative energy and self-initiative;
- Proficiency in PC and strong knowledge in Microsoft Word, Excel, PowerPoint. Knowledge in Adobe Photoshop, Illustrator and Premiere is a plus;
- Excellent verbal, written and translation skills in both English and Cantonese. Fluency in Mandarin is a plus; and
- Flexible and willing to work outdoors, overtime and weekends occasionally, especially during peak seasons in preparation for exhibition openings and the execution of public programmes.

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 28 July 2024

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