

## Project Coordinator – Seed to Textile (Part-time, 1-year contract)

### Main Duties

Reporting to Curators and CHAT Manager, the Project Coordinator of Seed to Textile (Contract) will be responsible for:

- working closely with Learning and Community team and participating in executing the *Seed to Textile* programme, and working with artists, cultural institutions, schools, NGOs, and other related groups;
- providing administrative support of the programme including project management, data collection and analysis, materials and survey preparation, report drafting, etc;
- communicating with various units, including partners and participants, to ensure that everyone understands their responsibilities and roles and maintain good relationships;
- providing necessary support for both onsite and offsite activities and to ensure activities and managed accordingly to the plan and schedule;
- organising and managing programme content to ensure that activities run smoothly; and
- performing ad hoc assignments as required.

### **You should have/be:**

- Bachelor's Degree in cultural management, fine arts, studio arts, museum studies, cultural studies or related fields and disciplines preferred.
- 1 year' experience or above in related field with administrative experiences is preferred. Passionate or interested in planting and natural dye is a plus.
- **Willing to work outdoor and in nature.**
- 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.
- Enthusiastic individual with creative energy and self-initiative.
- Proficiency in PC and strong knowledge in Microsoft Word, Excel, PowerPoint. Knowledge in Canva, Adobe Photoshop, Illustrator, Premiere or any reporting platform is a plus.
- Good verbal, written and translation skills in both English and Cantonese. Fluency in Mandarin is a plus.
- **Flexible and willing to work overtime and weekends at times, especially during peak seasons in preparation and provide on-site support for activities and exhibition.**
- **Able to complete the whole programme period (May 2025 – Apr 2026) is a must.**

### **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 10 Apr 2025.

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