

Intern (Part-time) - Hong Kong Art Gallery Association

Summary

Hong Kong Art Gallery Association is currently seeking an intern to assist in the general planning, coordination and execution of HKAGA's programme in 2023.

- Working Hours: 10 am - 7 pm, 2-3 days per week (Mon–Sat)
- Commitment: 3 months
- The internship stipend will be provided

Responsibilities

Assist in the design, general planning, coordination and execution of HKAGA programme, including but not limited to:

- Promotion of Hong Kong galleries exhibition on HKAGA website and social media platforms
- Liaise with galleries, arts and cultural organisations, government bodies, art fairs, educational institutions and corporations
- Design and prepare promotional and marketing materials
- Source suppliers & vendors
- Translation work
- Support event logistics, such as art talks, gallery tours and workshops

Requirements

- University graduate or student, preferably in the Art & Culture field
- Proven interest in visual art
- Mature, presentable, with good communication & interpersonal skills
- Possessing creativity, initiative & self-motivation
- Able to work independently & efficiently
- Able to multi-task, with good organisational skills
- Attention to detail and sense of responsibility
- Strong command of spoken & written English & Chinese
- Experience and skills in social media are preferred
- Advanced user of Microsoft Office Suite
- Proficiency in graphic design is highly preferred

To apply, please email your cover letter & CV to info@hk-aga.org. Shortlisted candidates will hear from us within 4 weeks of application.