

**Project Assistant and Tour Coordinator – Accessibility Docent Training Programme
(Part-time, 9-month contract)**

Job Description

Reporting to Curators and Team manager, the Project Assistant and Tour Coordinator of Accessibility Docent Training Programme will be responsible for:

- working closely with the Learning and Community team and assist in executing the Accessibility Docent Training Programme;
- providing support for docent review, mock tours and trainings;
- coordinating public and private Accessibility Tours on every Sundays, handling on-site tour inquiries, and providing on-site support during the tours on weekends and occasionally on weekdays;
- maintaining good relationships, communicating well and providing feedback for the docents;
- performing administrative support for efficient programme management, including collection of attendance records, tour surveys, and preparing tour reports, and
- performing ad hoc assignments as required.

You should have/be:

- Bachelor's Degree in cultural management, museum studies, cultural studies, tourism and hospitality, or related fields and disciplines preferred.
- minimum one year of working experience in arts and cultural sector.
- **able to work on Sundays and occasional weekdays.**
- passionate about accessibility and inclusivity advocacy sustaining the unique historical context of CHAT and promoting the history and heritage of the Hong Kong textile industry.
- basic knowledge of Hong Kong Sign Language, capable of doing basic interpretation is a plus.
- people-oriented and sensitive to ways of interacting with various demographics, including children, teens, adults, seniors, and accessibility groups.
- interested in learning about Hong Kong Deaf culture and having experience in interacting with the Deaf and leading tours is a plus.
- responsible and enthusiastic individual with creative energy and self-initiative.
- proficiency in PC and strong knowledge of Microsoft Word, Excel, and PowerPoint.
- good verbal, written, and translation skills in both English and Cantonese.
- **able to work for the entire programme period during Apr 2025 to Dec 2025 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 by **5 Mar 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.*