



**Sun Museum (—新美術館)** is a non-profit art museum in Hong Kong dedicated to promoting Chinese art and culture. Since our establishment in 2015, we have presented 58 art exhibitions, ranging from ink, oil, and watercolour paintings to ceramics and photography.

Our new premises will open in Q4 of 2024 in Sai Ying Pun and include an on-site museum café and shop. We are seeking a Café and Shop Manager / Concierge to join our expanding team.

The ideal candidate possesses a hospitality background, exceptional interpersonal skills and a strong passion and pride for Chinese culture, resonating with the mission of Sun Museum.

### **Key Responsibilities:**

- Oversee the museum store, including selecting and procuring merchandise, managing inventory, and optimising product assortment
- Manage the daily operations of the museum café, including menu planning, inventory management, and staff scheduling
- Develop and implement marketing strategies and enhance the visitor experience in the café and store
- Collaborate with the museum team to organise educational programmes, workshops, promotions, and merchandise tied to exhibitions and programming
- Ensure consistently excellent customer service and visitor experience, high-quality food, beverages, and retail products
- Manage and train a small team of café and retail staff, including baristas and sales associates
- Maintain strict financial controls, including budgeting, cash handling, and reporting for both the café and store

### **Required Qualifications:**

- Minimum 10 years of work experience, with 3 years of combined experience managing a café/restaurant and a retail operation, preferably in a cultural institution, members' club or hospitality setting
- Bachelor's degree in hospitality management or a related field
- Excellent customer service orientation and interpersonal skills
- Strong financial management and analytical skills
- Proficiency in inventory management and point-of-sale systems
- Fluency in Chinese (Cantonese and Mandarin) and proficient in English
- Candidate with less experience will be considered as Concierge
- 5-day work week between Tuesday to Sunday

Interested parties should email their cover letter, CV, current salary, expected salary, available date and contact information to [general@simonsuenfoundation.org](mailto:general@simonsuenfoundation.org)

All information provided will be treated in strict confidence and used solely for recruitment purpose. Only shortlist candidates will be invited for interview. Simon Suen Foundation will retain the applicants for a maximum period of 6 months and may refer suitable candidates to other vacancies within the organization.