



Para Site  
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## We're hiring an Assistant Curator!

Para Site is Hong Kong's leading contemporary art centre and one of the oldest and most active independent art institutions in Asia. It produces exhibitions, publications, discursive, and educational projects aimed at forging a critical understanding of local and international phenomena in art and society.

Para Site is accepting applications for an Assistant Curator to join the team. Working closely with the Curatorial and Exhibition team, the new Assistant Curator will primarily collaborate with the team and external partners to produce Para Site's on-site and travelling exhibitions, public programmes, special events, and publications. The successful candidate will have a proven passion and knowledge of contemporary visual culture in relation to the values of an independent art space. They will have outstanding attention to detail, a passion for collaborative projects, and exceptional communication and organisational skills.

## RESPONSIBILITIES

- As part of the curatorial team at Para Site, manage the budget and schedules of projects. Under the guidance of senior team members, the Assistant Curator will lead or provide support in research, planning, production, new commissions, and execution of projects both at Para Site and other venues.
- Manage educational initiatives, working in collaboration with external organisations and internal curatorial team in both leading and supporting roles, as well as plan public programmes (talks, workshops, screenings, performances, etc.) related to Para Site's exhibitions and publications
- Cultivate a deeper engagement between Para Site and the local community, developing strategies to engage with diverse audiences on various levels. This includes writing interpretative texts for exhibitions, collecting and copy editing texts and images, and working closely with Communications Manager to prepare other promotional material.
- Monitor and maintain budgets for specific programmes, including education and public programmes, publications, limited editions, and archiving. This includes

obtaining estimates, sourcing external suppliers, acquiring accurate quotes, and contracting new and existing suppliers and freelancers to support production and installation processes.

- Work closely with Exhibition Manager and Project Coordinators to coordinate transport and administer artwork loans for both onsite and travelling exhibitions. This includes compile condition and packing reports, keep records of movement and conditions of works, and liaise with conservators, shippers, and installers.
- For the annual fundraising gala and benefit auction, work closely with Deputy Director, Exhibition Manager, and Development Manager to organise exhibition- and auction-related transport and insurance, which includes updating checklists, quoting cost estimates, monitoring customs documentation, and liaising with shippers and the preview exhibition curator(s).
- Work with Development Manager to identify possible funding for exhibition and education programmes, and assist in the writing of proposals and grant applications in coordination with the development team
- Work with Exhibition Manager to coordinate with and train Project Coordinators, interns, and contractors to maintain smooth project timelines
- Opportunity to propose exhibition ideas and conceive original programmes at Para Site under the direction and guidance of Executive Director and Curator

## **REQUIREMENTS**

- Four-year university degree in art history, architecture, literature, history, or related field
- High proficiency in spoken and written Chinese and English is essential, Cantonese preferred, and proficiency in Mandarin a bonus
- Minimum of 3 years' experience working in arts administration
- Project management experience, including anticipating, planning, and executing projects from start to finish
- Creative, proactive, self-motivated, and strong organisational skills
- Excellent writing and copy-editing skills
- Attention to detail, high level of accuracy, and good problem-solving skills
- Good knowledge of contemporary artistic practices and general affairs discourses
- Good computer skills including proficiency in Microsoft Office, Apple iOS, Google Suite, and Adobe Photoshop
- Ability to work as part of a team and independently

## **WORKING HOURS**

Five full days a week, Monday to Friday, 11am–7pm, and additional events on weekday evenings and weekends as necessary.

Applications (including a cover letter, resume, salary requirements and available start date) should be submitted using this google form (<https://forms.gle/iGkdt7rsmHNwCCFq6>) by **10:00 AM (HKT), Friday, July 5, 2024**. Applicants are encouraged to submit their applications as soon as possible, as the review of applications will continue until the post is filled. Submissions must be made in English. Only shortlisted applicants will be contacted.