



## **Program Officer - Crafts on Peel**

### **About Crafts on Peel**

Crafts on Peel is a non-profit charitable foundation in Hong Kong dedicated to reviving, reinterpreting, and perpetuating traditional crafts in the modern artistic context. We are looking for a highly motivated and skilled individual to join our team as a Program Officer.

### **Job Highlights**

- Develop and implement craft-centric programs
- Exhibitions and Events
- Research and Content Creation

### **Job Description**

As the Program Officer, you will be responsible for developing and implementing programs and events that promote traditional crafts and support artisans in our community. You will work closely with our Directors to ensure that our programs are delivered efficiently and effectively.

### **Job Duties**

- Plan and organize programs, including exhibitions, workshops and other events to showcase traditional crafts and support artisans
- Research and identify traditional crafts that are in danger of being lost or forgotten
- Support bilingual content creation (English and Chinese)
- Establish partnerships with local artisans, craft communities and other organizations to promote traditional crafts
- Lead guided tours of the exhibitions
- Manage and recruit volunteers for guided tours
- Manage venues of exhibitions
- Manage budgets for programs
- Prepare reports, proposals and other materials as needed
- Manage vendors and contractors
- Other duties as assigned by the Directors

### **Qualifications**

- Bachelor's degree in Art, History, Cultural Management or related field preferred
- 2+ years of experience in exhibition planning, content creation, event management or program development and implementation, preferably in the field of culture, art or craft
- Knowledge of traditional crafts and appreciation of their cultural significance
- Possess hands-on experience with Mac OS System and Google Suite
- Tech-savvy with digital literacy skills - strong knowledge of AI tools and apps

- Excellent command of written and spoken English and Chinese (Cantonese and Mandarin), preferably with a flair for storytelling and creative writing
- Excellent organizational and time management skills
- Strong attention to detail and ability to multi-task
- Passion for working in the non-profit sector and making a difference in the community
- Less experience will be considered as Assistant Program Officer

### **Working Hours**

Five full days a week. Tuesday to Saturday, 10 am to 7 pm

Immediate availability is preferable.

### **How to Apply**

Submissions must be made in English.

Interested candidates, please send your cover letter stating the date of availability, current and expected salary, and your CV clearly outlining your employment history, skills, language competencies, and qualifications to Penelope Luk, Creative Director, [penelope@craftsonpeel.com](mailto:penelope@craftsonpeel.com).

All data collected will be used for recruitment purposes only and kept in strict confidence.