

## Curatorial Assistant - Learning and Community

### Job Description

Reporting to Curators, the Curatorial Assistant of Learning and Community is responsible for:

- working closely with Curators and participating in overall learning and public programme development for CHAT, with cultural institutions, schools, community groups and accessibility groups;
- building and maintaining good relationships with teachers and students from local and international institutions and participants from diverse background and capacity;
- Assists in managing docents and volunteers, including scheduling, payroll administration, and the preparation of training materials;
- assisting in translating exhibition content and complexing ideas into relatable language and programming;
- developing and providing exhibition and thematic tours to audiences from diverse background;
- researching and delivering participatory-based programmes to engage relevant communities including public engagement, workshops, performances, talks, accessibility programmes and group tours;
- fostering and/or conceiving inclusivity programmes and environments at CHAT;
- providing comprehensive administrative support for efficient project management, including preparing proposals, budgets, reports, and assisting with project timeline and budget oversight;
- liaising and coordinating with both internal and external parties on daily operations of CHAT; and
- performing ad hoc assignments as required

You should have/be:

- Bachelor's Degree required in cultural management, education, studio arts, museum or related fields and disciplines;
- At least 2 - 3 years experience in related field;
- People-oriented and sensitive to ways of interacting with various demographics, including children, teens, seniors and accessibility groups;
- Creative ability to work across disciplines including writing, speech and hands-on making.
- Passionate about sharing and sustaining the unique historical context of CHAT;
- Attentive to details and able to manage interpersonal relationships and administrative tasks effectively;
- Enthusiastic individual with creative energy and self-initiative;
- Proficiency in PC and strong knowledge in Microsoft Word, Excel, PowerPoint. Knowledge in Adobe Photoshop, Illustrator and Premiere is a plus;
- Excellent verbal, written and translation skills in both English and Cantonese. Fluency in Mandarin is a plus; and
- Flexible and willing to work outdoors, overtime and weekends occasionally, especially during peak seasons in preparation for exhibition openings and the execution of public programmes.

**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](mailto:hr@mill6chat.org) by 28 July 2024**

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** after application deadline may consider their applications unsuccessful.*