



Asia Society®

Hong Kong Center

Founded in 1956 by John D. Rockefeller 3rd in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center is an affiliate of the Asia Society and is now looking for a high caliber candidate to fill the following position.

CURATORIAL OFFICER (Full time, 12-Month Contract)

Responsibilities:

- Report to the Head of Gallery and Exhibitions;
- Manage the database on docent volunteers' contacts and background information, docent tours scheduling and liaison, organize docent training programs, etc.;
- Assist in shipment arrangement, installation and de-installation of exhibitions;
- Assist in the production of any exhibition related printed materials, including brochures, postcards & leaflets and liaison with graphic designers;
- Assist in translating and proofreading exhibition related texts & didactics and liaison with translators and editors;
- Other administrative tasks including filing; and
- Other ad-hoc assignments as required.

Requirements:

- A university student or degree holder in Arts or related disciplines;
- Excellent command of spoken and written English and Chinese (Cantonese), ability to speak Mandarin is a plus;
- Self-starter, team-player, detail-oriented, highly-motivated with excellent communication and interpersonal skills;
- Computer literate in Microsoft Office, especially databases, ability to use Photoshop, Illustrator and InDesign is a plus;
- Proactive, well-organized, conscientious and meticulous; and
- Ability to work independently under pressure with minimal supervision.

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating expected salary and date of availability to hrhk@asiasociety.org.

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.