



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 (“ASHK”) is an affiliate of the Asia Society and is now looking for a high caliber candidate to join its Exhibitions Team, as part of its Arts and Culture initiatives of the non-profit educational organization.

ASSISTANT CURATOR (CONTRACT)

Responsibilities:

- Report to the Head of Arts and Cultural Development;
- Working closely with the curatorial team on the planning, development and execution of art exhibitions, including researching and writing exhibition essays, captions, audio guides and other materials;
- Communicating with external third parties, including museum and gallery professionals regarding artwork loans and other collaborations;
- Liaising with artists to realize artwork commissions, overseeing production and communication;
- Coordinating with writers, translators, graphic designers and contractors to produce exhibition collateral and publications;
- Facilitating ASHK’s exhibitions docent program, including planning and leading docent training, creating educational materials for docents scheduling docent-led tours;
- Collaborating with cross-department staff to produce exhibition related programs, marketing and press content, and special events;
- Proofreading and translation of exhibition texts (English <--> Chinese);
- Writing project proposals and grant applications for future exhibition projects;
- Leading public educational guided tours of exhibitions; and
- Assisting in the creation of exhibitions-related social media and press content.

Requirements:

- A university graduate B.A or B.F.A degree holder;
- Proficiency in both written and spoken English and Chinese;
- A minimum 2 years experience in research, writing, or curating exhibitions in an art organization;
- Self-starter, team-player, detail-oriented, highly-motivated with excellent communication and interpersonal skills;
- Openness to learn, well-organized, conscientious and ability to work independently under pressure with minimal supervision; and
- Computer literate in Microsoft Office, especially PowerPoint, and proficiency with Photoshop, Illustrator and InDesign is a plus.

An 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 purposes 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.