GALLERY ASSISTANT

Asia Society Hong Kong Center (ASHK), established in 1990 by a group of local community leaders as an affiliate of Asia Society, is an independent non-governmental educational organization with the mission to navigate shared futures for Asia and the world in the fields of arts and culture, business and policy. Find out more about who we are.

Our Chantal Miller Gallery has established a range of art exhibitions and events in the past decade, catering to our ever growing community of members, visitors, and creatives. By merging both architectural elements from our heritage site and a modern exhibition space, the Gallery brings a fresh approach to exhibiting traditional and/or modern art, while serving as a reflective reminder through its historical structures.

We are looking for a Gallery Assistant, a role that entails a responsibility to ensure this unique space is a safe, secure, and fun environment for the artworks, artists, and viewers from all walks of life.

Responsibilities
- Report to Gallery team
- Provide assistance during VIP and/or opening events in the Gallery
- Provide a helpful, presentable, and approachable demeanor to all Gallery visitors
- Answer enquiries from Gallery visitors about our exhibitions and our heritage site
- Learn and apply ASHK Gallery Safety Rules to protect both artworks and visitors
- Supervise and maintain crowd control within the Gallery
- Report any potential security and/or damage issues to the Gallery team

Requirements
- Good command in written and spoken Cantonese and English
- Good interpersonal, communication, and organizational skills
- A keen interest in the local Hong Kong art scene
- Punctuality and dependability are a must

Interested parties of any background, please apply by sending your CV and available start date to amandalee@asiasociety.org.hk.