



Para Site
22/F Wing Wah Ind. Building
677 King's Road, Quarry Bay
Hong Kong
香港鰂魚涌英皇道677號
榮華工業大廈22樓

t +852 25174620
info@para-site.art
www.para-site.art

PS.Intern

Para Site is now calling for applications to our Spring 2019 internship programme. This internship will be an intensive engagement with the institution, with a commitment of 1 - 3 months, working closely with staff on a number of different Para Site programmes.

During your time at Para Site, you can expect:

- An introduction to the workings of a non-profit contemporary art institution
- Career-building activities
- Feedback and guidance from art professionals
- Exposure and engagement with the contemporary art community of Hong Kong
- Gain practical skills in art administration
- Meet a group of like-minded individuals

All of our interns will receive regular training from staff at Para Site. You will be assigned to different projects according to experience, interest, and time of internship.

Some practical matters:

- A minimum of one month commitment is required
- Minimum commitment of 8 hours per week
- Office hours: Mon-Sun, 11:00-7:00 pm (may on occasion, include overtime)
- Interns will be given a stipend

If you are interested in taking part in the PS.Intern programme, please email your full CV with statement of motivation (max. 300 words), your 3 areas of interest from the list above, and available dates to Jenny Tam: recruitment@para-site.art by January 20, 2019. Successful candidates will be contacted for an interview shortly after the deadline.

We are looking for proactive, organised, self-motivated individuals who can work efficiently in a fast-paced environment, supporting a small team with the following:

Exhibition / Programmes

Para Site's main activity is of course its regular production of exhibitions of various scales. A number of our exhibitions also travel to partner locations around the world, and other locations within Hong Kong. Alongside our exhibitions are all of our public programmes including panel discussions, screenings, talks, performances and more.



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As we are a small team of full-time staff, we require a lot of extra hands in the production, management and documentation of our events. Our Exhibition and Programmes interns will work closely with staff from start to finish on a project, learning about the numerous practical steps required.

Responsibilities for this position include installation/de-installation, captions and labels, artwork production, equipment/material sourcing, liaising with artists/galleries, shipment, floor-plan design (SketchUp is a plus!), condition checks, and public events coordination.

Development / Public Relations

Development essentially encompasses all of the fundraising aspects of the institution as well as the prolonged support in the growth of our programming capability/production. As a non-profit that is constantly expanding, we need year-round support that is garnered from various funding prospects.

Crucial moments in the development calendar are the Annual Auction Gala in the Fall, and Art Basel in Hong Kong in the Spring. On-going work with the Patrons Programme, Para Site's Board of Directors, exhibition supporting materials, promotional campaigns, and grants management are also essential.

Our Development interns will be relied upon to provide consistent support in a number of collaborative and project-based event planning, and will be involved in the various processes of both large-scale and small-scale events production and funds acquisition.

Archive

With more than 20 years of history, Para Site's material archive has grown exponentially along with the institution. We are embarking on an ongoing project to recollect and preserve Para Site's history, while also organising, cataloguing, and streamlining its materials as we make them increasingly accessible to the public.

Our archive interns will typically have an interest in art and cultural history, library management and/or public engagement through accessibility. Responsibilities will include content production, gathering, and migration, translating/proofing texts in both English and Traditional Chinese, online archiving, offline archiving, updating records and more.

Residency

The CMBB Para Site International Art Residency runs as an auxiliary ongoing programme, on an invitation-only basis, on a yearly schedule. Residents can stay from anywhere between 2 weeks to 3 months, and come from all art backgrounds, on projects of varying scale that often result in the production of rich content including research, observational notes, art development.



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The interns assisting with the residency programme will conduct regular monthly research for the residents, assist with meeting arrangements within Hong Kong, update welcome kits, ensure the residency flat is ready for their arrival, help with pre-arrival preparations, collate any reflective materials or research notes from the resident before their departure from Hong Kong.

This is an ideal position for those interested in working closely with international art professionals, is outgoing and enthusiastic about meeting new people and connecting them to Hong Kong's network.

Design

Para Site's programmes are accompanied by a lot of supporting materials, whether for exhibitions and public programmes, or development and annual reports, and often these materials need to be visually appealing as well as efficient in communication. In the process of producing an exhibition, we will also need support with the practicalities of spatial design balanced with curatorial intent.

We are looking for creative, detail-oriented and efficient design interns to work on a number of different projects, including posters, presentations, social media content creation, video-editing, annual review book, floorplans (SketchUp), invitations, and proposals, to name a few.

Gallery

The daily functioning of our office and gallery space is one typical of a non-profit art institution, which in itself is one of the most practical learning experiences for any art professional.

All our interns will at one time or another be supporting general office administration and also help with the organisation of events outside of Para Site (including the International Conference & Training Programme for Curators and Critics, opening dinners, and public programmes), source appropriate contacts for venues, manufacturing, decoration, special events, and assist with other ad-hoc tasks.

PS.實習計畫

Para Site現正招募2019年度春季的實習計劃參加者。獲選的實習生將在未來1-3個月的時間內與我們緊密地合作，為Para Site 各種不同的活動提供協助。

在Para Site期間，你將會：

- 認識非牟利當代藝術機構的運作
- 建立有利於未來事業發展的技能
- 獲得Para Site 員工的指導及反饋
- 接觸香港當代藝術界
- 學習藝術行政方面的實用技能
- 認識共同興趣的朋友

所有實習生都將由Para Site員工直接指導。我們將根據你的經驗，興趣和時間分配到不同的項目及活動。

需要注意的事項：

- 實習期至少一個月或以上
- 每周工作8小時或以上
- 辦公室時間：週一至週日，下午11:00-7:00（特別情況下需在辦公時間外協助活動）
- 實習生將獲得津貼

如有興趣參加PS.實習計劃，請於2019年1月20日前將完整簡歷、求職動機（最多300字），以上3個感興趣的領域及可參加的時段電郵至Jenny Tam: recruitment@para-site.art。獲選者將在截止不久後收到面試通知。

誠意邀請進取、處事有條理、能自發工作的申請者加入我們的小團隊，需要能夠在節奏快的工作環境下有效率地工作，並協助團隊完成以下項目：

展覽／公共項目

Para Site的主要項目為定期舉辦不同規模的展覽。部分的展覽亦會在世界各地或在香港其他合作場地舉辦。除了展覽，我們亦會舉辦公眾項目，包括討論會、放映會、講座、表演等等。

我們只是一個小型的團隊，故此在活動的製作、管理、和記錄方面都需要大量協助。我們的展覽及公共項目實習生會與Para Site 員工緊密合作，學習完成一個項目的每個環節。

職責包括：展覽場地安裝／拆卸、展品標籤、展品製作、工具及物料採購、與藝術家及藝廊溝通、運輸、場地平面圖設計（懂SketchUp者為佳）、狀態檢查以及公共項目的籌備。

發展／公關

發展包括機構所有的籌款活動，以及長期支援項目籌劃的發展。作為不斷成長的非牟利組織，我們需要全年由不同單位提供資助及支持。

重要活動為每年秋冬季的籌款晚宴及春季的香港巴塞爾藝術展會。持續進行的工作包括贊助計劃、與Para Site 董事會溝通、展覽的輔助及推廣材料、管理資助計畫。

我們的發展／公關實習生將協助各項合作和項目的策劃，亦會參與大小活動的製作以及資金籌集。

文檔

Para Site有著超過20年的歷史，儲存下來的文檔為數不少。我們開始了一個持續進行的項目，以收集及保存Para Site的歷史資料，同時整理、編目、精簡，將文檔開放給公眾。

文檔實習生需對藝術及文化歷史、圖書館管理、及／或公眾參與等項目感興趣。職責包括：內容製作、收集及整理資料、中英翻譯及校正、網上文檔、實體文檔、記錄更新等等。

駐場計劃

CMBB Para Site國際藝術家駐留計劃為持續進行的年度項目，只接受受邀請的藝術工作者參加。受邀駐場者以2星期至3個月不等，鼓勵透過研究、觀察、探訪了解香港及鄰近區域的藝術發展，並進行交流。

實習生將為駐留藝術家進行每月一次的研究、協助籌組香港的會面、更新資料、協助到達前的準備、並在駐留藝術家離港前整理他們的研究材料以及筆記。

此項目適合有興趣與國際藝術家合作的申請者，性格外向，樂於協助外國藝術家認識本地藝術文化發展。

設計

Para Site的項目伴隨著很多的輔助材料，由展覽到公眾項目介紹及年度報告等，都需要視覺設計，並有效地帶出信息內容。在製作展覽時，我們亦需要空間設計上的協助，平衡實際需要及策展意圖。

我們需要有創意、細心、具效率的實習生，職責包括設計海報、簡報、社交網站內容、剪片、年度回顧書、展覽平面圖 (SketchUp)、邀請信、計劃書等。

P 藝術
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畫廊

辦公室及畫廊的日常運作與其他的非牟利藝術團體無異，對於藝術行政人員是很實際的學習經驗。

所有實習生都會於不同的階段支援辦公室的日常行政，以及協助Para Site在外的活動 (包括國際研討會、新銳藝術人才工作坊、開幕晚宴、以及公共項目)、搜集適合場地的聯絡人、製作、特殊活動以及協助其他臨時工作。