

## **Executive, Visitor Experience (Full-time / Part-time / Contract)**

(Candidates with less experience may be considered for the post of **Ambassador**)

### **About the post**

Reporting to Visitor Experience Manager and Venue Manager, Visitor Experience Executive is responsible on assisting in development and implementation of visitor experience strategy and ensuring high level of customer satisfaction for all visitors of the Centre for Heritage, Arts and Textile (CHAT). As the first contact point of visitors, your position sets a lasting impression of overall visitor experience.

### **Main Duties**

The Visitor Experience Executive will be expected to:

- Support front desk daily operations at galleries, receptions, CHAT Lounge, CHAT Shop, Hall and other open area including locker administration, cash box, lost and found operations, ticketing and the greeting, escorting and ushering.
- Perform information counter duties and onsite enquiries in a professional and pleasant manner.
- Handle telephone and email enquiries and resolve contingency in a professional manner.
- Handle visitor or customer experience including customer surveys and other feedback mechanisms.
- Coordinate with on-duty ambassadors and docents for a smooth operation.
- Respond to emergency and unexpected cases following standard operating procedures and using good judgment and efficiency.
- Available to work for 3 – 4 days per week for part-time basis.

You should have/be:

- Higher diploma or above in Hospitality/Hotel Management or other related discipline.
- Minimum 2 years working experience in service field, tourism, retail and/or hospitality sector.
- Must be able to work on duty roster during weekends, statutory and general holidays. Flexible scheduling for various shifts and holidays required.
- A good team player and proactive.
- Good command of both written and spoken English and Chinese; Mandarin would be advantageous.
- Proficiency in MS Word, Excel and PowerPoint.
- Knowledge / experience in heritage and/or art field is preferred.

## TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter, CV, expected salary, names of 2 references with contact information to [hr@mill6chat.org](mailto:hr@mill6chat.org)

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