

Project Intern

Summary

Hong Kong Art Gallery Association is currently seeking a graduate intern to assist the general planning, coordination and execution of HKAGA's programme in 2019.

- Working Hours: 10am-7pm, Monday to Friday, work on weekend will be required right before and on Event Days.
- Commitment: 4 months (June to September 2019)
- Monthly stipend will be provided

Responsibilities

Assist in the general planning, coordination and execution of HKAGA programme, including but not limited to:

- Liaise with galleries, arts & cultural organisations, government bodies, art fairs, educational institutions & corporations
- Prepare promotional materials & Press Releases
- Coordinate marketing efforts
- Translation work
- Source suppliers & vendors
- Support event logistics, such as Hong Kong Art Week, art talks, gallery tours & workshops

Requirements

- University graduate, preferably in the Art & Culture field
- Proven interest in Visual Art
- Mature, presentable, with good communication & interpersonal skills
- Possessing creativity, initiative & self-motivation
- Ability to work independently & efficiently
- Ability to multi-task, with good organisational skills
- Attention to detail a must
- Strong command of spoken & written English & Chinese
- Proficiency in Putonghua preferred
- Knowledge and interest in social media preferred
- Advanced user of Microsoft Office Suite
- Skills and experience in Graphic Design highly preferred

To apply, please email your cover letter & CV to info@hk-aga.org.

Please only apply if you can work 5 days a week for the required period.

Shortlisted candidates will hear from us within 2-3 weeks of application.