

Job Description

Crafts on Peel is a local non-profit charitable foundation to revive, reinterpret and perpetuate traditional craftsmanship by fostering collaborations between traditional craftsmen and contemporary artisans through apprenticeship and exchange of techniques, with the aim of nurturing the younger generations to incorporate traditional skills into innovative contemporary design.

Located in a historic building in the heart of Hong Kong, Crafts on Peel serves as a multi-purpose creative venue, promoting the appreciation of craftsmanship and celebrating our shared cultural heritages through exhibitions, workshops and its Artisan-in-Residence programme.

<https://www.craftsonpeel.com/>

We are looking for well-rounded interns who are organised, independent, proactive, with proven experience in generating social media content (Instagram and Xiaohongshu), and conducting editorial and design tasks.

Responsibilities:

- Support bilingual editorial tasks and translations
- Support graphic design and social media content, especially Xiaohongshu
- Conduct guided tours and other exhibition-related duties
- Support the daily operations of the creative venue
- Support admin, data entry and other ad hoc duties as assigned

Requirements:

- Degree holders from arts, cultural or related disciplines in the humanities is preferred
- Excellent command of written and spoken English and Chinese (Cantonese and Mandarin)
- Digital-savvy - proficiency in using MS Office and Adobe software
- AI-savvy - proficiency in using AI tools
- Relevant work or internship experience in other cultural institutions would be a huge advantage
- Passionate about promoting crafts and culture in Hong Kong

Work details:

- Able to work 2-3 days per week from November 2026 to January 2027
- Stipend will be offered

Interested candidates please send your CV and [application form](#) to penelope@craftsonpeel.com & jamie@craftsonpeel.com. Please state the position, to which you are applying, on the email subject line.

Shortlisted applicants will be invited for an interview.

Crafts on Peel Limited - Job Application Form

Name:	(English) (Chinese)		
Contact No.:		Email:	
<u>University</u> : Attending/ Graduated		Field of Study:	
Interested position:			

Please provide a brief description about yourself.
Please state your reasons for applying.
Do you have any related work experience?

Please indicate your availability:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Full day 10:30am – 6:30pm	☐	☐	☐	☐	☐

Language Proficiency (Tick the appropriate box)			
1. Spoken Language(s)			
	Fluent	Intermediate	Basic
Cantonese	☐	☐	☐
Mandarin	☐	☐	☐
English	☐	☐	☐
2. Written Language(s)			
Chinese	☐	☐	☐
English	☐	☐	☐
Others (if any)	☐	☐	☐

Application Method:

Please send this application form together with your CV to penelope@craftsonpeel.com and jamie@craftsonpeel.com. Shortlisted applicants will be invited for an interview.

Remarks:

Information provided will be treated in strict confidence and only be used for recruitment-related purposes. All personal data of unsuccessful candidates will be discarded upon completion of the recruitment exercise.