

## Officer – Creative Production

### Job Description

Reporting to the Manager of Creative Production, the Officer is responsible for:

- providing administrative support to the Creative Production team;
- providing technical supports in Sketchup, floor planning and project programming plans;
- supporting in the procurement of exhibition material and equipment;
- assisting in installation and de-installation of exhibition; overnight shift may be required;
- administering the exhibit graphics record and maintaining an organised archive of production files and operating procedures;
- working on weekend and public holiday shifts is required;
- assisting in display and artwork maintenance; and
- performing any other duties as assigned.

### You should have/be:

- Bachelor's degree in Architecture, Creative Arts, Exhibition Design, Interior Design and Multi-media or related studies.
- minimum 1 - 2 years of related work experience.
- knowledge of Adobe Creative Cloud (Premiere, Photoshop, Illustrator) and Sketchup preferable
- able to meet tight deadlines, independent, good interpersonal skills and able to communicate effectively at all levels.
- meticulous attention to details.
- proficiency in MS Word, Excel and PowerPoint.
- good Command of English, Cantonese and Putonghua.
- flexibility for being required to work in off hours, weekends and public holidays from time to time as deemed necessary.

### TO APPLY FOR THIS POSITION

**Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to [hr@mill6chat.org](mailto:hr@mill6chat.org) by 6 Apr 2026.**

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