Job Description

TITLE: MARINE SCIENCE PROGRAMME MANAGER

REPORTING TO: HEAD OF EDUCATION

RESPONSIBLE FOR: MARINE DISCOVERY CENTRE DEVELOPMENT AND PROGRAMMING

REPORTING STAFF: MARINE SCIENCE PROGRAMME ASSISTANT

ORGANISATIONAL MISSION:

The HKMM is an independent, not-for-profit company responsible for the collection, documentation and presentation of maritime material culture associated with Hong Kong, the South China Sea, and the Pearl River Delta.

Working with the Hong Kong Government, members of the Hong Kong Shipowners Association, academic institutions, cultural and community partners, the HKMM is developing an international standard maritime museum and research centre at Pier 8.

Our mission is to chronicle, analyse and communicate knowledge about the oceans and their dynamic relationship with the past, present and future of Hong Kong, the mainland of China and the world. We particularly explore shipping, maritime trade, naval activity, maritime related leisure, arts and culture, and the sustainability of the oceans. Through a unique fusion of history, art, and science, the HKMM creates crossover learning experiences for local, regional, and international audiences. Integral to our mission is to be credible, accessible, and inclusive when connecting with our stakeholders’ communities.

POSITION OBJECTIVE:

The purpose of the position is to work with Museum’s senior management staff and consultants with a view to coordinating the venue setup and development, programme planning and implementation for the new Marine Discovery Centre in the Museum for school aged students and families. The Manager would also be an integral part of planning and implementation of projects and education programmes for a new inhouse education asset.

POSITION RESPONSIBILITIES:
1. To develop the venue as an interactive marine science learning platform to increase public awareness about marine conservation and biodiversity.

2. To assist in establishing the centre as a learning hub to provide learning spaces to promote public understanding of ocean sustainability.

3. To research, design, and develop content and teaching materials for various education programmes, which are, if appropriate, relevant to the school curriculum, including exhibitions, lectures, talks, and workshops, etc.

4. To deliver various education programmes through entertaining and creative means, such as, use of multimedia design and software.

5. To research and recommend suppliers and service providers, propose equipment list and scope of works, and assist in procurement procedures like tender preparation to acquire or improve existing facilities and service standards.

6. To apply funding from Government and NGOs to organise programmes, oversee and implement funded projects.

7. To recruit, train, build, and lead a team of volunteer educators committed to support student and other education programmes.

8. To establish and maintain networking with schools, museums, NGOs, conservation organisations, and relevant government departments.

9. To liaise with universities, scholars, and specialists as programme partners.

10. To perform administrative tasks in support of the programme and any relevant tasks as directed by the Head of Education.
QUALIFICATIONS & EXPERIENCES

Education

At least a bachelor’s degree in Marine Science/ Environment Science / Applied Science, Educational or related disciplines. A formal teaching or communication qualification is highly desirable but not essential.

Experience

- Previous experience in a similar position, (3 – 5 years) preferably in a non-government environment.
- Knowledge of Hong Kong waters, biodiversity and habitat.
- Strong interest and knowledge in marine/ environmental/ conservation/ nature and/or science education.
- Experience in developing, conducting, and evaluating education programmes related to up-to-trend local and Asian environmental issues and concerns like Hong Kong waters in accordance with general guidelines established by the Museum.
- Candidates with less experience might be considered for the MARINE SCIENCE PROGRAMME ASSISTANT position.

Skills

- Good command of both written and spoken English & Chinese & Cantonese; ability to communicate effectively with diverse groups of people.
- Excellent interpersonal and organizational skills and planning ability, detail-oriented with good follow-through.
- Ability to work effectively as part of a team.
- Proven project management capabilities.
Ability to maintain composure when working under time constraints and to complete tasks within the expected timeframe.

- Computer literacy in MS office, Chinese word processing.
- Knowledge in multimedia design or graphic software e.g. Photoshop/ Illustrator is an advantage.