

## JOB DESCRIPTION



TITLE: EVENTS ASSISTANT

REPORTING TO: EVENTS MANAGER

RESPONSIBLE FOR: ASSISTING IN EXPLORING BUSINESS OPPORTUNITY & MANAGING  
IN VENUE HIRE EVENTS

REPORTING STAFF: N/A

### 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 function of the Events Assistant is to assist Events Manager in generating event business leads and coordinating event logistics at the aim of generating revenue from venue hire.

## JOB RESPONSIBILITIES

1. To assist the Events Manager in handling venue hire enquiries, quotation proposal, site inspection, service procurement and follow-ups with potential venue hire customers.
2. To arrange timely delivery of supplies and service provision of vendors and contractors for the event.
3. To provide on-day site support of the clients' event activities, including venue setup, coordination with internal and external parties on the delivery of supplies and provision of services.
4. To conduct post-event survey and other follow-ups with event clients.
5. To assist in coordinating and implementing all in-house events and conferences.
6. To maintain contacts with potential and previous clients and event organisers proactively with a view to exploring business opportunities.
7. Any other duties as directed by the Events Manager.

## QUALIFICATIONS AND EXPERIENCES

1. Excellent interpersonal and communication skills, in dealing with both internal and external stakeholders.
2. Ability to accomplish projects with little supervision, work independently as well as part of a team.
3. Bachelor's degree graduate or above, preferably within the capacity of Marketing, Events, Hospitality, Catering Management, or related studies.
4. At least 3 years' relevant experiences in Marketing or Catering & Events.
5. Well versed spoken and written English and Chinese. Acquainted with Mandarin is preferable.
6. High proficiency in using Microsoft Word, Excel, PowerPoint, Outlook, and Chinese Word Processing.
7. Knowledge in using design software and/or Adobe software such as illustrator and photoshop will be an advantage.
8. Self-motivated, well organized, attention to details, creative, presentable with customer-oriented and can-do mindset.