

POSITION DESCRIPTION



TITLE: MARINE SCIENCE COMMUNICATION ASSISTANT

RESPONSIBLE TO: HEAD OF MARINE DISCOVERY CENTRE

RESPONSIBLE FOR: ASSISTING IN DRIVING OCEAN LITERACY AND SCIENCE
COMMUNICATION IN A ONE-YEAR FUNDED PROJECT

ORGANISATIONAL MISSION:

The HKMM is an independent, not-for-profit museum that aims to inspire people's appreciation of their relationship with the sea. As a maritime museum within the Asia Pacific region, we preserve, showcase and commemorate the maritime culture and experiences of the people of Hong Kong; rooted in China, but looking to the world, reflecting Hong Kong's unique history. Working in cooperation with the Hong Kong Government and the shipping community, HKMM operates an international standard maritime museum and research centre at Central, Pier 8.

POSITION OBJECTIVE

The Marine Science Communication Assistant supports the Head of Marine Discovery Centre in delivering the Asia-Pacific ocean literacy and citizen science project and the programmes of the Swire Marine Discovery Centre. The role provides day-to-day coordination, communication, event logistics, content and administrative support for partners, participants, volunteers and public audiences. The Asia-Pacific Ocean Literacy Project, being a one-year project led by HKMM, advances maritime sustainability by translating global ocean literacy frameworks into locally relevant, community-based practice that connects culture, science and public engagement across the region through coordinated marine-plastics citizen science, public talks, filmed community and scientist interviews, travelling exhibitions and learning resources.

POSITION RESPONSIBILITIES

1. Project Coordination and Administration

- Support project schedules, meetings, records, budgets, procurement and reporting.
- Maintain participant, partner, volunteer and activity databases, shared files and consent records.

2. Communication and Content Support

- Draft and update bilingual (in English and Chinese) project information, emails, publicity, website and social media content.
- Respond to enquiries and coordinate information, approvals and materials with HKMM teams and regional partners.

3. Programme and Event Support

- Assist with training, citizen science surveys, workshops, talks, exhibitions, school and family programmes.
- Handle registration, venue setup, materials, participant flow, documentation and follow-up.

4. Partner and Volunteer Coordination

- Arrange meetings, briefings and schedules for partners, speakers, volunteers, interns and service providers.
- Prepare simple briefing notes, agendas and meeting records, and follow up agreed actions.

5. Monitoring and Reporting

- Collect attendance, survey and activity data, and assist with progress updates, evaluation summaries and presentations.
- Keep accurate records and support timely submission of project reports.

6. General Support

- Assist with the daily operation and public programmes of the Swire Marine Discovery Centre.

7. Perform other relevant duties assigned by the Head of Marine Discovery Centre.

POSITION ACCOUNTABILITIES

The Marine Science Communication Assistant is accountable for:

- Assisting in delivering accurate, high-quality project activities and communications on schedule and within resources.
- Assisting in maintaining responsive, culturally sensitive Asia-Pacific partnerships.
- Ensuring content is evidence-based, accessible, and aligned with HKMM objectives.
- Producing strong written, analytical, and presentation materials, mainly in English and Chinese and multilingual versions with regional partners.
- Maintaining reliable data, documentation and reporting.
- Assisting in coordinating partners, meeting engagement targets, and following budgets.

QUALIFICATIONS AND EXPERIENCE

- A recognised degree in marine science, environmental science, science communication, education, museum studies, communications, journalism, or a related discipline; a postgraduate qualification is advantageous.
- Having some relevant experience in science communication, environmental education, project coordination, public engagement, museums, conservation, or research outreach is preferred.
- Proficiency in Microsoft Office, Teams, shared digital workspaces, and online meeting platforms; experience in social media, web content, multimedia, databases, or design tools is strongly preferred.
- Excellent written and spoken English and Chinese, including Cantonese and/ or Putonghua; another Asia-Pacific language is advantageous.
- Able to prepare concise written and digital content.
- Good organisation and time-management skills, with the ability to handle multiple tasks and deadlines.
- Good interpersonal and coordination skills, with the ability to work with partners, volunteers and diverse teams.
- Able to collect, organise and present basic data for evaluation and reporting.