JOB DESCRIPTION

TITLE: ASSISTANT PROJECT RESEARCHER: INTERNATIONAL CENTRE FOR CHINA MARITIME VOICES

REPORTING TO: PROJECT RESEARCHER: INTERNATIONAL CENTRE FOR CHINA MARITIME VOICES

RESPONSIBLE FOR: SUPPORTING THE PROJECT RESEARCHER IN DELIVERING THE CENTRE'S RESEARCH, ARCHIVE AND ENGAGEMENT OUTCOMES, COMBINING HANDS-ON ORAL-HISTORY WITH RESPONSIBILITY FOR AGREED INTERVIEWS, DOCUMENTATION AND RESEARCH WORK PACKAGES.

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.

PROJECT MISSION

Supporting the Museum's strategy to strengthen its collections, public engagement and long-term growth, the International Centre for China Maritime Voices will establish a bilingual oral-history archive documenting the experiences of seafarers, fishermen, shipyard workers and other maritime communities. Funded by Lloyd's Register Foundation, the project aims to produce 100–150 recordings, focusing on maritime safety, changing work practices and under-represented voices. It will develop an evaluated methodology for adoption by mainland Chinese and other partner institutions, preserving knowledge and generating evidence to inform research, maritime regulation, policy, training and public programmes.

POSITION OBJECTIVE

The Assistant Project Researcher will support the Project Researcher in delivering the Centre's research, archive and engagement outcomes, combining hands-on oral-history research with responsibility for agreed interviews, documentation and research work packages.

Reporting to the Project Researcher, the postholder will assist with the planning and delivery of the project's key outcomes, while also undertaking delegated tasks within that framework. They will work closely with the Digital Officer to produce complete, accurate and accessible bilingual archive material.

JOB RESPONSIBILITIES

Research, ethics and archive quality

- Support the development, testing and evaluation of the oral-history methodology, including themes, sampling and interview frameworks; apply approved methods consistently and suggest improvements that support regional adoption and comparability of evidence to the Project Researcher.
- Take responsibility for an agreed portfolio of interviews and associated research, from participant liaison and preparation through fieldwork, contextual documentation and submission of complete archive material for review.
- Ensure documented consent, participant rights and access preferences use the approved procedures; maintain confidentiality and secure handling of research data, and promptly refer concerns, consent disputes or requests outside agreed permissions to the Project Researcher.
- Prepare and check bilingual transcription, translation, summaries and metadata; verify accuracy against recordings, identify uncertainties and arrange further review where needed.
- Work with the Digital Officer and Curatorial team to organise an accessible bilingual archive on the Museum's Collections Management System, Digital Asset Management System and online. They are to ensure recordings, documentation, metadata and preservation workflows are complete, consistent and quality assured.
- Use approved digital and AI-assisted tools with appropriate human checking, in accordance with Museum procedures and the funder's Generative AI Policy; refer uncertainties about permitted use to the Lead Researcher.

Project delivery and delegated responsibility

- Plan and deliver agreed research work packages, maintaining schedules, task records and quality checks, and coordinating dependencies with the Project Researcher and Digital Officer.

- Take delegated responsibility for routine fieldwork arrangements, participant communications and interview logistics, making day-to-day decisions within agreed procedures, resources and authority.
- Track progress against assigned outputs and deadlines; provide concise updates, flag capacity or quality issues and escalate risks, delays or compliance concerns promptly.
- Maintain accurate records of approved research expenditure and support budget monitoring; seek approval before making commitments outside delegated limits.
- Prepare research evidence, activity summaries and draft contributions for project evaluation, funder reports and governance papers, for review and approval by the Lead Researcher.
- Support the Internal Working Group and cross-departmental coordination by preparing materials, recording agreed actions and following up tasks assigned to the postholder.
- Working with the Project Researcher, liaise with the curatorial team to ensure the oral histories are embedded into public programming, displays and galleries.

Partnerships, engagement and sustainability

- Build and maintain respectful relationships with participants and maritime communities, supporting inclusive recruitment and culturally sensitive communication. Help reach under-represented groups, including women maritime workers, ethnic minorities, Tanka/boat families, small-scale operators and informal maritime workers.
- Support the Project Researcher's partnerships with museums, universities, archives, government, research and industry organisations; coordinate agreed research exchanges and follow-up activities.
- Support liaison with China Maritime Museum, Shanghai, by preparing research materials, documenting shared methods and coordinating delegated activities to support comparability of project outcomes; refer strategic decisions and commitments to the Lead Researcher.
- Help organise consultations, workshops, conferences and public programmes; prepare accessible research content, including digital, and represent the Centre on agreed activities or topics when delegated.
- Under the Project Researcher's direction, synthesise oral-history findings into safety-related themes and contribute evidence and draft material for policy-relevant thematic briefs, research publications and resources for regulators and maritime training providers.
- Contribute to funding proposals and the Centre's sustainability plan to support its long-term role within the Museum.

QUALIFICATIONS & EXPERIENCE

Essential

- A relevant postgraduate qualification, or equivalent professional experience, in oral history, anthropology, history, sociology, ethnography, heritage, museum or maritime studies, or a related discipline.
- Experience contributing to oral-history, ethnographic, community-based or qualitative research, including interviewing, fieldwork or participant liaison.
- A working understanding of research methods and ethics, including consent, participant rights, confidentiality, copyright and data protection, with the ability to apply agreed procedures and recognise when to seek advice.
- Ability to produce accurate research documentation and contribute to transcription, translation, metadata and organised handling of digital research records.
- Ability to organise and take ownership of delegated tasks, manage concurrent priorities and deadlines, work independently within agreed limits, and collaborate effectively with colleagues.
- Fluent spoken Cantonese, with good spoken and written English and Mandarin.
- Strong analytical, writing and interpersonal skills, with attention to detail, sound judgement and cultural sensitivity.

Desirable

- Further research training experience in a relevant discipline.
- Knowledge of Hong Kong, mainland Chinese or wider Asian maritime history and communities.
- Experience working with oral-history archives, digital-heritage resources or bilingual collections, particularly in a museum setting.
- Experience supporting community engagement, workshops, public programmes, research publications or funded projects.
- Familiarity with digital and AI-assisted research tools and the need for ethical oversight and human verification.