

JOB DESCRIPTION



TITLE: EVENTS ASSISTANT

REPORTING TO: EVENTS OFFICER

RESPONSIBLE FOR: ASSISTING IN ALL VENUE HIRE RELATED MATTERS

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 the Venue Hire Team in all venue hire related matters including but not limited to on-site coordination with vendor/ clients and administrative support.

JOB RESPONSIBILITIES

1. To handle routine administrative duties assigned by the Events Sales Manager.
2. To prepare promotional materials for Venue Hire Team.
3. To provide on-site support during events, coordinating with internal and external parties and ensuring all events run smoothly.
4. To follow up venue hire inquiries, prepare proposals, and handle site inspection with clients assigned by the Events Sales Manager.
5. Any other duties as directed by the Events Sales 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 Events, Hospitality, Business Administration, or related studies.
4. Preferably with 1 year's relevant experience in Client Facing Industry, Administrative Duties, or Event Management. Fresh graduates are also welcome to apply.
5. Well versed spoken and written English, Cantonese and Mandarin is preferable.
6. High proficiency in using Microsoft Word, Excel, PowerPoint, Outlook, and Chinese Word Processing.
7. Knowledge of using design software and/or Adobe software such as illustrator, Canva, and photoshop will be an advantage.
8. Self-motivated, well organized, attention to detail, creative, presentable with customer-oriented and can-do mindset and outgoing.