JOB DESCRIPTION

TITLE:	DIGITAL OFFICER: INTERNATIONAL CENTRE FOR CHINA MARITIME VOICES
REPORTING TO:	PROJECT RESEARCHER: INTERNATIONAL CENTRE FOR CHINA MARITIME VOICES
RESPONSIBLE FOR:	MANAGING THE DAY-TO-DAY PROCESSING, ORGANISATION, QUALITY CONTROL AND PRESERVATION OF PROJECT DIGITAL ASSETS.

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 Digital Officer will manage the day-to-day processing, organisation, quality control and preservation of project digital assets. Reporting to the Project Researcher, the postholder will ensure that recordings and associated records are securely stored, consistently organised and managed to agreed archival and digital-preservation standards.

The role will support integration into the Museum's Collections Management System (CMS) and Digital Asset Management System (DAMS), and act as the principal project liaison with the external IT contractor on storage, systems, security, preservation and access.

JOB RESPONSIBILITIES

Digital collections and preservation

- Receive, check and organise recordings and associated files, using consistent file names, folders and version control.
- Maintain secure master and access copies, backups and routine file-integrity checks in line with agreed procedures.
- Keep clear records of processing and preservation activity, and flag risks to the Lead Researcher.
- Support development of replicable metadata and preservation protocols in line with industry standards.

Metadata and systems

- Prepare project files and metadata for the Museum's CMS and DAMS, and check records after upload.
- Keep recordings linked to transcripts, translations, images, consent records and other supporting material.
- Work with the IT contractor to resolve technical issues and maintain straightforward workflows.

Photography and video

- Act as a central contact for receiving and organising project and other photographs and videos.
- Select and rename key photographs, make basic image adjustments, and organise duplicate or unused material separately in line with agreed retention procedures.
- Make basic video edits, including trimming inactive footage and selecting relevant excerpts for approved use.

Digital workflows and access

- Support AI-assisted transcription and translation workflows, including secure file transfer and version control; the project team will review and verify outputs.
- Apply agreed consent, copyright, confidentiality and data-protection restrictions, and raise concerns promptly.
- Prepare and deliver approved digital material for the Centre's bilingual online presence, exhibitions, education, research and other public activities.

Coordination and reporting

- Act as the main project contact for the Museum's IT contractor on storage, security, preservation and systems integration.
- Track digital outputs, progress and technical issues, and provide records for project evaluation and funder reporting.
- Keep the Project Researcher informed of significant issues and decisions, and document workflows for partner institutions and Museum staff, including long-term preservation and migration procedures

QUALIFICATIONS & EXPERIENCE

Essential

- A relevant qualification or equivalent experience in digital heritage, archives, information management, media technology or a related field.
- Two years' practical experience organising digital collections, archives or media assets.
- Working knowledge of metadata, digital preservation and DAMS or collections-management systems.
- An organised, careful and collaborative approach, with the ability to work independently and explain technical issues clearly.
- Basic photo and video editing skills, including image clean-up, trimming footage and preparing material for use.
- Excellent command of English and Cantonese and/or Mandarin.
- Experience in handling confidential information and following data-protection and secure file-management procedures.

Desirable

- Experience with oral-history, audio or video collections in a heritage, research or cultural setting.
- Familiarity with transcription, translation or AI-assisted workflows, or working with IT contractors.
- Basic familiarity with CSV/XML/JSON, scripting, APIs or automated processing.
- Interested in oral history, maritime heritage or community-based research.