

POSITION DESCRIPTION



TITLE: EDUCATION OFFICER

RESPONSIBLE TO: HEAD OF EDUCATION

RESPONSIBLE FOR: DEVELOPMENT AND DELIVERY OF MUSEUM EDUCATION AND MARITIME EDUCATION PROGRAMMES

ORGANISATIONAL MISSION

The HKMM is an independent, not-for-profit 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 and members of the Hong Kong shipping community, academic institutions, cultural and community partners, the HKMM is an international standard maritime museum which hosts a marine science discovery centre at Pier 8.

Our task 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 DESCRIPTION

The Education Officer is a member of the Education Team which delivers activities and events for adults, schools, families, and community groups. His/Her function is to support and implement an education programme that reflects the objectives of the museum and caters for the needs of both Hong Kong school students, families and adult learners.

The Education Officer is accountable for

- Delivery of the museum's educational programming to a standard acceptable to the Museum Director and Board of Trustees.
- The development and maintenance of positive relationships with the key educational markets being serviced by the museum.
- Provision of leadership to staff and volunteers directly involved with education programming.

POSITION RESPONSIBILITIES

1. In association with the museum Education Committee, support the delivery of a holistic learning strategy.
2. In association with relevant staff and consultants, prepare and deliver H.A.S. (History, Art, Science) educational programmes, with material resources to support the priority museum learning initiatives.
3. To assist the museum in the recruitment and training of front-line staff, interns and volunteers who will be responsible for interaction with the general public, school groups, professional associations, high profile visitors and specialists.
4. To assist the museum in identifying and communicating with the educational audience market, specifically local schools, and universities, to create demand for the programmes offered by the museum.
5. To identify and support education/ teaching experts that can be retained by the museum to deliver programmes, such as academic lecturers, artists, demonstrators, and specialist educators.
6. To manage the museum's education programme in a cost neutral manner through the selective use of fees for some programmes and the identification of external funding opportunities.
7. Any other duties as directed by the Head of Education.

QUALIFICATIONS & EXPERIENCE

- University graduate, preferably in art/culture/history/education related field.
- Over 3 years' experience in a similar or related position in the museum/art and cultural institution is desirable.
- Excellent written and spoken English & Cantonese and/or Mandarin; ability to communicate effectively with diverse groups of people.
- Excellent interpersonal and organizational skills and planning ability, detail-oriented with good follow-through.
- Enthusiasm for and engagement with contemporary research and life-long learning
- Ability to work effectively as part of a team.
- Proven project management capabilities.
- Ability to maintain composure when working under time constraints and to complete tasks within the expected timeframe.
- Computer literacy in MS office, Chinese word processing.
- Knowledge of multimedia design or graphic software e.g. Photoshop/ Illustrator is an advantage.

Interested parties, please submit application with cover letter, CV and portfolio of previous work (if any) to coralee@hkmaritimemuseum.org, willycheung@hkmaritimemuseum.org

Note:

Personal data collected are for assessment of suitability for employment. Unless employed, all personal data submitted will be destroyed after the completion of this recruitment exercise. Any personal data request should be submitted to the Executive Officer