

POSITION DESCRIPTION



TITLE:	CURATORIAL ASSISTANT
RESPONSIBLE TO:	ASSOCIATE CURATOR
RESPONSIBLE FOR:	ASSISTANCE IN GENERAL HISTORICAL RESEARCH AND EXHIBITION SUPPORT.

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 post is a training role to upskill the holder in the range of curatorial work. He/She will be supporting the Associate Curator as the Curatorial Department undertakes an audit of the collections and conducts research for its permanent galleries and temporary exhibitions, as well as complete a survey of Chinese maritime culture within Hong Kong and Macau, as part of a Greater China project overseen by China Maritime Museum, Shanghai. The holder will collaborate across departments as part of his/her training.

POSITION RESPONSIBILITIES

1. To undertake collection-based and/or original research in areas relevant to the HKMM mission to enhance access to materials for study and online engagement, as well as support the rolling exhibition programme and the revamp of the permanent galleries.

2. To support the collections management work of the curatorial department, including participating in the Blind Audit and its related tasks to update the Museum's Insurance Register and Collections Management System (database).
3. To contribute to Research and propose potential acquisitions in line with the Collections Development Policy and Museum mission
4. Working across institutions, to conduct a survey and analysis of the maritime cultural resources (physical, intangible and written) of Hong Kong and Macau. Create a comprehensive report with recommendations on their protection and utilisation.
5. To work across the division as part of their professional development, especially supporting the programming and operational side of the Education Teams.
6. To assist with the Museum's research programme of conferences, seminars/talks and workshops.
7. To provide guided tours of the Museum's galleries and exhibitions.
8. To perform other duties, as assigned, to accomplish the goals of the Museum.

SKILLS & EXPERIENCE

1. A recognised university Bachelor degree is essential, and Master's degree is an advantage, in Chinese history, Cultural Studies or other relevant disciplines.
2. Has a demonstrable interest in history and working with collections to tell stories to a wide range of audiences.
3. Accurate translation and investigative research skills.
4. Be self-motivated and able to work independently and as part of a team in a fast-moving dynamic environment with good interpersonal skills.
5. Work experience in museums or other similar institutions will be an advantage.
6. Be proficient in both oral and written English and either Cantonese or Putonghua.