

POSITION DESCRIPTION



TITLE:	PROGRAMME ADMINISTRATOR
RESPONSIBLE TO:	HEAD OF EDUCATION
RESPONSIBLE FOR:	ADMINISTRATION, COORDINATION AND MONITORING A GIFTED STUDENT PROJECT.
SUPERVISING STAFF:	NIL
EFFECTIVE FROM:	MARCH 2021 (around 11 months contract)

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 in cooperation with the Hong Kong Government and members the Hong Kong Ship Owners Association, the HKMM at Pier 8 is an important internationally recognised maritime museum and research centre.

“Our mission is to promote a far greater public knowledge of the central importance of the Oceans in shaping our past, our present and our future. We provide our visitors with an exceptional museum experience that enables them to explore a wide range of maritime themes including the essential role played by ships and the vital importance of Ocean Conservation.”

POSITION OBJECTIVE

The purpose of the position is to support the Head of Education to administrate, coordinate and monitor a gifted student project which aims to enrich gifted students’ historical knowledge on maritime history and worldwide ship building industry in ancient times. This project also hopes to develop the students’ creativity, problem solving skills and ability to react to challenges through an inclusive curatorial training. It further hopes to nurture their positive values, such as conservation on heritage, responsibility and a sense of belonging to the community, appreciation and respect to different cultures.

POSITION RESPONSILITIES

1. To perform all administrative work regarding the gifted student project.
2. To coordinate with the university student helpers, professional advisors, and project leader and other related parties.
3. To assist in preparation of reports and editorial work of publications.
4. To assist in preparatory work for all activities related to the project such as workshops, lectures, practicum, competition, 3D model making and graduation ceremony.
5. To assist in all logistic work relating to the project.
6. To assist in design and production of website and other promotional materials
7. To be responsible for photo taking and video recording of all activities relating to the project.
8. To perform other relevant duties as directed by the Head of Education.

QUALIFICATIONS AND EXPERIENCE

Education

- University degree in museum studies, art, management or related fields.

Skills

- 1-2 years of experiences in research, project administration or other related fields.
- Good command of English and Chinese, both written and verbal
- Excellent interpersonal, communication and organization skills

Application Details

Interested parties please email a full CV and covering letter to willycheung@hkmaritimemuseum.org by 19th February, 2021