

POSITION DESCRIPTION



TITLE: ASSISTANT CURATOR

RESPONSIBLE TO: ASSISTANT DIRECTOR (CURATORIAL & COLLECTIONS)

RESPONSIBLE FOR: COLLECTION DOCUMENTATION, COLLECTION RESEARCH, EXHIBITIONS AND RELATED PROJECTS

EFFECTIVE FROM: JANUARY 2020

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 of the Hong Kong Ship Owners Association, HKMM manages an international standard maritime museum and research centre at Central, Pier 8.

POSITION OBJECTIVE

The purpose of the position is to support the development of exhibitions, research, collections advancement, and special projects related to the maritime history, cultures and heritages.

POSITION RESPONSIBILITIES

1. Supports the museums daily curatorial routine with respect to the monitoring of displays and stored materials as well as conducts registration work.
2. Provides support in the planning and organization of exhibitions and daily curatorial programs.
3. Supports the preparation of accurate exhibition related materials, including images, panel texts, labels, checklists and other exhibition details.
4. Undertakes research for exhibition projects and production of related catalogues and publications.
5. Undertakes collection-based and/or original research in areas relevant to the HKMM mission.

6. Participates in the identification, recording, and organization of the collections to enhance access and retrieval of materials for study and exhibition.
7. Interacts with staff and museum clients with tact, courtesy and respect. Projects a positive and professional attitude. Cooperates and supports teamwork; maintain and strengthens customer relations.
8. Works in a safe manner at all times, complying with the Museum safety policies and procedures.
9. Performs other duties, as assigned, to accomplish the goals of the Museum.

QUALIFICATIONS AND EXPERIENCE

Education

Advanced University degree in maritime history, archaeology and anthropology, museum studies, Hong Kong/ Pearl River Delta Region/ Chinese history or art history

Skills

- Ability to read, write, research and communicate in both Chinese and English.
- Proven skills on collection management and documentations.
- Computer literate, ability to use/learn various computer applications.
- Excellent interpersonal and organizational skills and planning ability, detail-oriented with good follow-through.
- Excellent interpersonal and verbal and written communication skills; ability to communicate effectively with diverse groups of people.
- Ability to work effectively as part of a team.
- Proven skills on project management.
- Ability to maintain composure when working under time constraints and to complete tasks with the expected timeframe.

ANNUAL REVIEW

The Assistant Curator's performance will be reviewed annually by the Assistant Director (Curatorial & Collections) of HKMM