

Hong Kong International Photo Festival 香港國際攝影節

Temporary

Project Coordinator / Assistant (Koon Man Space)

THE SPACE

Koon Man Space is a new initiative of the Hong Kong International Photo Festival (HKIPF), launched in May 2024. Located in a renovated school house among the hills and streams of Chuen Lung Village, the Space serves as a year-round photography resource centre and hub for research, experimentation, and storytelling through images.

Many of the Space's events and activities occur at the intersection of photography, ecology, and community. Past projects include collaborative exhibitions, a sustainable photography residency, seasonal food tastings, ecological surveys, photo salons, a photobook curation programme, an arts and local crafts market, and village and farm tours. Major future projects include a two-year research residency, an ecological photography masterclass, local and international exhibitions, and a series of smaller recurring events and talks.

Koon Man Space is open on Thursdays by appointment and on Fridays to Sundays from 11:00-18:00.

THE ROLE

The HKIPF is seeking a candidate passionate about photography, art, community, and/or ecology to assist with coordinating various research, exhibition, and talk programmes held at Koon Man Space during the busy Festival period.

The initial work period will run from 01 November to 15 December, with the potential to extend or join staff permanently, depending upon candidate performance and organisational resources. More qualified candidates will be considered for the coordinator role; less qualified candidates for the assistant role.

MAIN DUTIES

In this role, you will work closely with the Festival Director and Koon Man Space Project Coordinator to:

1. Provide logistics, scheduling, documentation, and coordination support for visiting research artists and collaborators;
2. Maintain organised record-keeping for contracts, planning documents, publications, and event documentation;
3. Contribute to the development of publicity for various Koon Man Space research projects and events for promotion on social media, website, print, and other media;

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4. Tend to the exhibition venue on a roster basis, including executing daily opening, closing, and mid-shift checklists;
5. Provide registration and technical support to onsite talks and workshops;
6. Other onsite and administrative duties as reasonably requested.

REQUIREMENTS

- At least 1-2 years' experience in cultural, venue, or operations management;
- A solid understanding of social media and web communications;
- Familiarity with macOS, Adobe Creative Suite, and Google applications;
- Fluency in Cantonese and excellent command of written and spoken English. Proficiency in Mandarin a plus;
- Passion for photography, art, ecology, and/or community-building;
- Proactive, self-motivated, organised, and able to work independently;
- Friendly, helpful, and effective team player with strong communication skills; and
- Available to start immediately or in November 2024.

TO APPLY

To apply, send your CV and cover letter to hr@kipf.org.hk. Shortlisted candidates will be contacted for interview.

This position is on a fixed term, temporary contract, renewable subject to the candidate's performance during the employment period and the needs and financial standing of the institution.

HKIPF is an equal opportunity employer. All employment is decided on the basis of qualifications, merit, and organisation need. If you are a member of any under-represented communities, you are encouraged to self-identify, on either your cover letter or CV.

All collected data will be used for recruitment purposes only and kept in strict confidence for 6 months. For all enquiries or further information please contact hr@kipf.org.hk or 2777 0955.

Personal Information Collection Statement

HKPCA respect personal data and are committed to implementing and complying with the data protection principles and the relevant provisions of the Personal Data (Privacy) Ordinance.

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Purpose of Collection

All information provided in this application will be used by the Association for Processing and evaluation the submission;
Providing communications regarding the submission through email or call;
Comply with any statutory requirements or laws that bind the Association; and
General administration.

Consequence of Not Providing Information

Failure to supply sufficient and accurate information will prevent HKPCA from evaluation and processing, as such may render the submission invalid.

Right of Access

You have the right of access to and correction of your own personal data kept and used by HKPCA in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). For access or correction requests, please contact HKPCA at info@hkipf.org.hk.