

Temporary Exhibition and Media Production Assistant

Organization: Hong Kong Photographic Culture Association Limited (HKPCA)

Duration: Full-time (Term: April – June 2026)

Location: Koon Man Space (Chuen Lung)

We are seeking an **outgoing, initiative-driven, and community-minded Temporary Exhibition and Media Production Assistant** to support the end-to-end execution of our programs and exhibitions from **April to June 2026**. This role is ideal for a proactive individual—including **current students seeking internship experience**—who thrives on **connecting with the community** and can bridge creative vision with operational precision. You will act as a key liaison between our creative team and the public, ensuring our cultural narratives are both technically seamless and deeply resonant with the local community.

Key Responsibilities

In this capacity, you will work closely with the HKIPF Project Officer and Curatorial Team to:

- **Production Support:** Assist in exhibition and event production, including exhibition design, materials sourcing, logistics, production, and on-site installation.
- **Media Content:** Produce diverse media forms, including video, photography, social media content, and web pages.
- **Experience Development:** Research and develop user-centric art browsing experiences in digital and physical spaces.
- **Community & Stakeholder Engagement:** Liaise with relevant stakeholders, including artists, curators, art handlers, and volunteers, while fostering a welcoming environment for the community.
- **Administration:** Maintain accurate records, schedules, and layouts while handling ad hoc project duties as required.
- **On-site Management:** Assist in on-site exhibition and event management, including weekend shifts and overtime during peak event periods.

Requirements

- Hong Kong permanent resident aged 18 or above.
- Recent graduates (obtained within the last 3 school years) & **Current tertiary students (for internship) are also acceptable.**
- Preferred disciplines: Art and Management, Journalism & Communication, Fine Arts, Creative Media, Cultural Management, Design, or related fields.
- A strong foundational knowledge of project management, photography, design, and/or user experience (UX).
- Familiarity with macOS, Adobe Creative Suite, and Google applications.
- Professional competency in Cantonese and English; Mandarin is a plus.
- Proactive, self-motivated, organised, detail-minded, and able to work independently.
- Friendly, helpful, an effective team player with strong communication skills; and
- **Availability:** Must be available for the full duration from **April to June 2026**.

How to Apply Please submit your resume and a cover letter detailing your qualifications and interest in the position to hr@hkipf.org.hk. Applications will be reviewed on a rolling basis, and only shortlisted candidates will be contacted. Data collected will only be used for job application processing. Your data may be accessed by our appointed recruitment consultants who have agreed to keep the confidentiality of all personal data in not less than the standards applicable to us. Applicants not being invited for an interview within 2 weeks from the submission date may assume their applications are unsuccessful.