

**ASIA ART ARCHIVE SEEKS A
RESEARCH COORDINATOR**

Asia Art Archive is an independent non-profit organisation founded in 2000 to document and make accessible the multiple recent histories of contemporary art in the region. It has one of the most valuable growing collections of material on the recent history of art from Asia, freely available from our website and onsite library.

We are seeking a full-time Research Coordinator to support the operations of the Research Department.

Responsibilities:

Provide administrative and research support to include the following :-

- Oversees day-to-day correspondence and functions for department and project staff, including coordinating meetings, departmental travel, and research collections; maintains departmental administrative records and documentation, including collections-related paperwork
- Coordinate activities of Research Dept. with other departments (Collections, Programmes, Learning & Participation, Development, Communications, and the Executive Director's office), for tasks such as overseeing departmental web presence, and also special projects such as Art Basel HK
- Provide administrative support for research projects and programs (including research collections, grants and funding opportunities, residencies, symposia and workshops, exhibitions, and publications), and, when appropriate, communicate with outside collaborators, including artists, scholars, and curators
- Assist with supervising of interns

The ideal candidate should be an outgoing, passionate, dynamic, and organised team-player who is also able to work well individually. He/She will possess:

- A degree in the arts or related discipline
- 1-3 years of work experience in the field of contemporary art - research experience an advantage
- Excellent organisational skills and the ability to coordinate multiple projects at a time
- Excellent interpersonal and communication skills
- Fluency in spoken and written English and Chinese (Cantonese and Mandarin)
- Proficiency in Chinese and English word-processing, Microsoft Word, Excel, PowerPoint, and Photoshop

To apply, please send a cover letter and full CV indicating salary expectations to Sally Lee (sally@aaa.org.hk).

Only shortlisted applicants will be contacted.

Personal data collected will be used for recruitment purposes only.

ASIA ART ARCHIVE SEEKS FULL TIME ARCHIVE ASSISTANT

Asia Art Archive is an independent non-profit organisation founded in 2000 to document and make accessible the multiple recent histories of contemporary art in the region. It has one of the most valuable growing collections of material on the recent history of art from Asia, freely available from our website and onsite library.

We are currently seeking a full-time Archive Assistant to assist with the digitisation, arrangement and description of parts of the Ha Bik Chuen Archive.

A Hong Kong-based artist primarily known as a sculptor and printmaker, Ha Bik Chuen (1925-2009) also had parallel practices: from photographing exhibitions he attended, to collecting materials such as illustrated magazines and artist portraits, and using these to construct book collages. Collectively, this material provides building blocks from which more complex histories of Hong Kong's art ecology can be constructed.

Asia Art Archive began an initial pilot project to map, assess, and selectively digitise Ha's archive by invitation of the Ha family in 2013. Made available to a wider audience for the first time, the archive consists of a continuously growing selection of Ha's collage books, exhibition documentation, and exhibition catalogues.

Responsibilities:

- Manage and process the Ha Bik Chuen collection, including listing, describing, and digitising selected materials from the Ha collection
- Handle archival materials, conduct collection assessments, and manage the collection repository
- Oversee and maintain day-to-day operation of the Ha Bik Chuen Project space in terms of digitisation and other equipment pertaining to the project with support from the AAA team

Seeking individuals with:

- A degree in art or art history
- Intellectual curiosity and ability to learn on the job, adapt, and improvise
- Ability to independently manage and execute multiple tasks following a project timeline
- Interest in collection management, remedial collection care and assessment, and digitisation
- Technical knowledge of photography is an advantage
- Strong interpersonal and cross-organisational communication skills
- Strong English and Chinese word processing skills are essential

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