Centre for Heritage Arts & Textile

Senior Officer – Learning and Community (Textile Programme)

Job Description

Reporting to the Associate Curator of Learning and Community, the Senior Officer of Learning and Community (Textile Programme) will be responsible for:

- working closely with artists and CHAT team on the development and implementation of workshop and learning prorgammes, including but not limited to textile hands-on workshops, lectures, performances, guided tours, educational resources, group events and outreach activities at CHAT and external venues;
- leading and supporting programme operations, including preparing materials and equipment, managing participant registration and attendance, and collecting, organising, and compiling evaluation and survey data;
- communicating and coordinating with collaborators and participants from diverse background including artists, makers, industry partners and local textile communities, vendors, schools, corporate and business partners, and other stakeholders to foster project delivery, knowledge exchange, technical development and resource sharing;
- supporting the management and operation of textile production facilities, equipment, materials including CHAT Lab, CHAT Studio, and other venues at CHAT including documentation, material cataloguing, sourcing, stock monitoring and replenishment;
- assisting with the preparation of promotional, marketing and communications materials for textile-related programmes;
- conducting research for content development, preparing proposals, reports and the general administration of textile-related initiatives;
- assisting with the installation, display, handling, and care of textile artworks and exhibitions, in accordance with museum standards and procedures;
- liaising with colleagues, artists, educators, community partners, participants, and external suppliers as required to support the effective delivery of programmes; and
- undertaking other duties and responsibilities as assigned.

You should have / be

- Bachelor’s degree in textile studies, fashion, textile design, education, fine arts, or a related discipline.
- a minimum of 5 years of experience in coordinating engagement projects and educational events with diverse responsibilities in project management, studio management or related fields.
- independently work and accomplish the given tasks.
- equip basic practical skills in sewing, knitting, dyeing, and/or other textile techniques.
- demonstrated sensitivity and good understanding of contemporary art, textiles, local culture, heritage and craft.
- a collaborative team player with strong interpersonal and communication skills; approachable, attentive, and comfortable working with people from diverse backgrounds including business partners, collaborators, and audiences with diverse capacities.
- approachable, positive, social, creative, initiative and a proactive attitude.

- good organisational, time-management, and problem-solving skills, with the ability to manage multiple tasks effectively.
- proficiency in PC and macOS environments, with strong working knowledge of Microsoft Word, Excel and PowerPoint.
- knowledge of Adobe Illustrator and Photoshop is an advantage.
- excellent written and verbal communication skills in English, Cantonese and Mandarin.
- energetic with stamina and flexibility to work frequent evenings, weekends and public holidays, particularly during peak programme periods, exhibition openings and special events.
- willing to understand and follow CHAT's Vision, Mission and Value.

TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to hr@mill6chat.org by 28 Nov 2026.

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** after the application deadline may consider their applications unsuccessful.*