

Hong Kong Maritime Museum

(<https://www.hkmaritimemuseum.org/>)



Intern position / title	Development Intern, Museum Development
Job duties	• Take part in the planning and execution of museum events to raise funds for the museum's educational, sustainability, and marine programs • Conduct research and identify potential partners for supporting the museum's programs • Assist in creating compelling visual materials and drafting impactful communications to engage donors, partners, and vendors in the museum's initiatives • Support various daily operational tasks that facilitate the museum's fundraising efforts
Requirements	• Genuine interest in museum, events, and marketing-related work • Proficiency in written and spoken English and Chinese • Ability to utilize Microsoft Word, Excel and Canva for creating engaging materials • Flexibility to work outside regular museum hours or on weekend (if necessary) • Self-motivated, proactive, and a collaborative team player • Strong attention to detail and organizational skills
Working location	Central (In a Hybrid mode)

APPLY NOW