

Full-time Research Manager/Research Assistant (Two Posts) for Intangible Cultural Heritage Project

Hong Kong Shue Yan University invites applications for two positions: a full-time Research Manager (6 months) and a full-time Research Assistant (6 months). These positions are part of a project funded by the Leisure and Cultural Services Department, HKSAR, titled “Metaversing Intangible Cultural Heritage: Documenting, Transmitting, and Promoting the Cheung Chau Jiao Festival in Hong Kong.” We seek candidates who possess a strong interest and knowledge in cultural heritage and related fields, with responsibilities including project administration, project research, video editing, post-production, and both online and offline publicity. Preference will be given to applicants with prior experience in conducting research relevant to the application of cultural heritage. The requirements and duties for each position are outlined as follows:

For the Post Research Manager (6 months)

Requirements:

1. A university degree or higher in relevant fields, with a minimum of 2 years of post-graduate experience in anthropology, sociology, history, geography, cultural heritage, or museum studies.
2. Demonstrated interest and knowledge in cultural heritage and/or oral history.
3. Proficiency in written and spoken Chinese (Cantonese) and English.
4. Preferably possesses skills in project supervision, event management, social media publicity, video editing, and website design, along with an interest in digital technology.

Duties:

1. Manage administrative tasks associated with the project.
2. Draft project reports.
3. Conduct literature research, interviews, fieldwork, observations, and surveys related to the Cheung Chau Jiao (Bun) Festival in Hong Kong.
4. Coordinate with various stakeholders involved in the project.
5. Translate and copyedit project-related documents.
6. Plan and budget for events.

For the Post Research Assistant (6 months)

Requirements:

1. A university degree with a strong interest in anthropology, sociology, history, geography, cultural heritage, or museum studies.
2. Demonstrated interest and knowledge in cultural heritage and/or oral history, with proficiency in written and spoken Chinese (Cantonese) and English.
3. Preferably possesses skills in video editing and post-production using software such as Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve, or equivalent.
4. Skills in website design and 3D digital technology would be advantageous.

Duties:

1. Edit and manage post-production of project materials.

2. Design and develop website content.
3. Assist in literature research, interviews, fieldwork, observations, and surveys related to the Cheung Chau Jiao (Bun) Festival in Hong Kong.
4. Assist in drafting project reports.
5. Support event planning activities.

The two positions are expected to commence as soon as possible.

Applications should be submitted to:

<https://www.hksyu.edu/assets/careers/Application%20Form%20for%20non-Academic%20Positions.doc> with a CV to the Principal Investigator, Professor Selina Ching Chan via email at scchan@hksyu.edu.

Only shortlisted candidates will be contacted. Personal data received will be used for recruitment purposes only. Applications will receive full consideration until the positions are filled.

Deadline: The posts are open until filled.