



INTERNSHIP REGISTRATION FORM

Thank you for your interest in the Art Central 2017 Internship Program.

Art Central, Hong Kong’s new contemporary art fair returns to the iconic Central Harbourfront 21-25 March 2017 [VIP Preview 20 March] with over 100 exhibitors showcasing the next generation of talent alongside some of the most established contemporary galleries from across Asia and the globe. The five-day event features a dynamic program that includes interactive installations, cutting-edge new-media, performance and engaging panel discussions.

We are now in search of interns with a range of skills and interests to assist in daily operations in the lead up to and during the fair.

To apply for this great opportunity, please complete the following form with the email subject line [**Application for Art Central Internship Program 2017**] and send to: info@artcentralhongkong.com

Essential Prerequisites

- Available in Hong Kong between the 20-26 March 2017
- High level of communication skills with the ability to liaise with a broad range of individuals
- Keen interest in and/or knowledge of modern and or contemporary art
- English language skills

Desirable Prerequisites

- Previous experience in events
- Available for occasional help during the lead-up period starting from 6 February 2017
- Chinese (Mandarin and Cantonese) language skills
- Study in any of the following:
 - Arts discipline, Language majors or related fields
 - Marketing, PR, Events discipline or related fields

Benefits

- Firsthand experience with the running of a large-scaled, multi-disciplinary event
- Contact with international industry leaders in the visual arts industry
- Exposure to the very best in visual art from across the globe
- Involvement in an exciting event on the international art calendar
- Complimentary entry to the fair

PERSONAL DETAILS: Please complete all fields in capital letters.

First Name				
Family Name				
Postal Address				
City		State & ZIP code		Country
Telephone				
Mobile				
Email				
Gender		Date of Birth		
Languages Spoken	<input type="checkbox"/> English <input type="checkbox"/> Cantonese <input type="checkbox"/> Mandarin <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> French <input type="checkbox"/> Other(s) _____			

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Please provide information on any health issues that may be relevant to your ability to undertake work assigned:

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EMERGENCY CONTACT DETAILS (PREFERABLY IN HONG KONG):

First Name		Family Name	
Relationship			
City		Country	
Telephone			
Mobile			
Email			

BACKGROUND:

Are you a student, working in the arts or affiliated with any industry body? Please identify your institution, degree and year of graduation; and specify your experience / focus area to help us understand you better.

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AVAILABILITY:

Are you available throughout the fair (20-26 March 2017)? YES NO

Are you available in the months leading up to the fair?

- YES, I am available from 6 Feb 2017 till end of the fair. (* Please tick where applicable.)
 YES, from _____ onwards till end of the fair. (*Please specify date and tick where applicable.)
 NO

MON:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening
TUE:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening
WED:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening
THU:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening
FRI:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening
SAT:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening
SUN:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening

Any additional remarks in relation to your availability?

Please notify us should your availability change closer to the event.

AREAS OF INTEREST: Do you have any specific areas of interest? Please tick as many options that apply:

- Exhibition (gallery booth assistants, exhibitor liaison, supervision of displayed artworks)
 Operations (event installation, Build Up/Breakdown assistants)
 Marketing (ticket office, press room supervision, catalogue distribution, VIP services)
 Education (involvement with Kids Program, School tours)
 Front of House (customer service, fair information points, event guide distribution, administration assistants)

If relevant, please provide further interests below:

All roles will be allocated on the day of your shift and we endeavour to take your preferences into account.

Do you have previous experience in the following areas? Please tick as many options that apply:

- Hospitality / Visitor Services / Customer Service
 Event Organizing / Exhibition Assistant
 Administration / Office work

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Have you worked in a cultural organisation? If so, which one? _____

Why are you interested in becoming an intern at Art Central 2017?

UNIFORM: We may provide a uniform/t-shirt to identify you as an Art Central intern.

To help us plan, please indicate your size below:

S M L XL

ADDITIONAL DOCUMENTS FOR SUBMISSION

Help us put a face to a name!

Attach a photo of yourself (optional) when you send in this application via email. (**Please note:** it must be under 700KB).

Please attach your CV if relevant.

For any queries relating to the Art Central Internship Program, please contact:

Gabe Chan
Fair Assistant
gabe@artcentralhongkong.com
www.artcentralhongkong.com

Art Events HK
5/F Hollywood Commercial House
3-5 Old Bailey Street
Central, Hong Kong
T: +852 2174 0322

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