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## Professional Attachment at Mori Art Museum 2018

### APPLICATION GUIDELINES

#### INTRODUCTION

With the funding support from the Home Affairs Bureau (HAB), the Hong Kong Arts Development Council (HKADC) partners with the Mori Art Museum in Tokyo to provide attachment opportunities for promising local curator/arts manager to develop their professional skills and network.

#### MORI ART MUSEUM

The Mori Art Museum is a contemporary art institution dedicated to presenting works of art, architecture and design from around the world. Situated on the top of the 54-story Roppongi Hills Mori Tower in Tokyo, it consists of six galleries on the 53<sup>rd</sup> floor.

More information on the Mori Art Museum is available in Appendix I and at the website <http://www.mori.art.museum>.

#### THE PROGRAMME

The Professional Attachment at Mori Art Museum (the Programme) will offer one attachment place in the curatorial department of the Museum for outstanding and talented local candidate with leadership potential. The attachment is about curatorial research, exhibition programming & project coordination in the Mori Art Museum.

More information on 2018 exhibition schedule at Mori Museum available at:

[http://www.mori.art.museum/common/download/press/2017/FY2018\\_170731\\_en\\_web.pdf](http://www.mori.art.museum/common/download/press/2017/FY2018_170731_en_web.pdf).

The placement will be 24 weeks on a full-time basis from May to October 2018. Actual placement areas and period will be agreed between the selected candidate and the Mori Art Museum. The Mori Art Museum reserves the right to make the final decision on the duration of the attachment of the selected candidate. The selected candidate is also encouraged to arrange visits/meetings with other cultural institutes around the area upon introduction by the Mori Art Museum in order to gain maximum benefit from the Programme.

#### BURSARY

A bursary of up to HK\$150,000 will be provided to the successful candidate as an allowance for one economy return air ticket to Japan, accommodation, transportation and subsistence. The HKADC will cover other administration cost and incidental costs induced by the Mori Art Museum.

## ABSENTEE PAYROLL SUBSIDY

If the awardee was receiving full or more than half of the monthly salary from the employer during the attachment period, the HKADC may provide an absentee payroll subsidy up to \$15,000 per month, based on actual expenses and for a maximum of six months, towards the awardee's employer so that temporary staff could be hired to alleviate manpower shortage.

## ELIGIBILITY

- Applicant must have at least 3 years of paid curatorial/managerial full-time work experience in arts and cultural sector by the application deadline and demonstrate a strong commitment to the sector;
- Applicants must have an excellent command of spoken and written English. Knowledge in Japanese language is preferred but not mandatory, and with strong interest in the culture, society and other aspects of Japan is highly recommended;
- Applicant must have good knowledge in modern and contemporary art, especially about Asian art and relevant tertiary education background (BA or MA in art history, cultural studies, museum studies, fine art or arts management is preferred);
- Applicant has to state clearly his/her research skills and what s/he intends to achieve in the attachment period in Japan on his/her personal statement;
- Applicants must be a permanent resident of Hong Kong at the time of applying for the Programme and will return to Hong Kong at the end of the Programme;
- If the applicant is presently employed in the local arts and cultural industries and intends to remain in employment with the current employer during the placement period, a supporting letter from the employer indicating the approval of the applicant to participate in the placement if selected is required;
- Applicants must fulfill any other language, health and immigration requirements applicable for staying in Japan. The successful applicant must be responsible for his/her own insurance and tax.

## APPLICATION PROCEDURES

Every application must comprise **TWO sets** of the documents below (except letter of reference):

- a completed Application Form;
- a Personal Statement (no more than 500 words) on the following:-
  - (i) why this is the right time for you to apply the Programme and what would you benefit from the Programme; and
  - (ii) what do you hope to achieve through participating in the Programme; and
  - (iii) how would you hope to build on the experience of the placement in your future employment/career and how the Programme will help you achieve your long term aspirations in the arts and cultural sector; and
  - (iv) state clearly your research skills and what you intend to achieve in the attachment period in Japan.
- information on past curatorial projects/exhibitions, including curatorial statement and content of projects/exhibitions;
- supporting materials of your academic and professional qualification or achievement i.e. copies of your academic transcripts and professional certificates;

- letter of reference from ONE referee in SEALED envelope under confidential cover;
- supporting letter from your present employer (if applicable); and
- copy of official documentation to show your Hong Kong Permanent Residence status by the application deadline.

Applications (in sealed envelope) submitted in person must be deposited in the collection box at the HKADC, 10/F, 1063 King's Road, Quarry Bay, Hong Kong by 6:00pm 8 December 2017 (Friday). Please mark "Professional Attachment at Mori Art Museum 2018" on the envelope. Applications submitted by post must be postmarked on or before the deadline. The HKADC will not accept applications sent by fax or email. Please note the HKADC will not process the application and its related documents with insufficient postage and pay for the relevant postage. Submission by courier is also accepted if the pickup date shown on the bill issued by the courier service provider is on or before the deadline.

Under no circumstances will late applications be considered.

### UNDERTAKING

The selected candidate will be required to:

- devote full-time to complete placement during the period they are in Japan;
- sign an agreement that he/she will undertake to complete the Programme and comply with the requirements under the terms of the Programme; The length of the scholarship will be explicitly stated in the agreement when the offer is made;
- take part in any sharing/promotional programme that the HKADC may organise in future, and participate in any monitoring and evaluation requested by the HKADC and Mori Art Museum throughout the duration of the Programme; and
- return to Hong Kong after completion of the Programme.

### TREATMENT OF PERSONAL DATA

According to paragraph 2.3.3 of the Code of Practice on Identity Card Number and Other Personal Identifiers ("the Code"), the HKADC may collect the ID card number of the applicant to verify the applicant's identity and to identify applications related to the applicant.

Personal data contained in the application documents are used by HKADC to facilitate the processing and assessment of applications. Failure to provide such data may affect the assessment and result of the application.

If there is any amendment to the personal data on the application documents, the applicant must inform HKADC in writing to ensure that the personal data held by the HKADC is correct at all times. To help promote arts development and transparency, the HKADC may publish information concerning successful applications in its annual report, website, newsletter and other publicity materials; the HKADC may also use such information for its own research or policy development purposes. The applicant must agree to allow the HKADC to publish and use such information. If the applicant does not wish to receive any publicity material from the HKADC or related organisations, please notify the HKADC in writing.

To facilitate the process of assessment, the applicant must allow the HKADC to reveal personal data contained in the application to Council Members, Arts Advisors, Examiners/Assessors, the Mori Art Museum, the Home Affairs Bureau, other Government departments, and external consultants.

Selected applicant will be assessed by the Council Members, Arts Advisors, Examiners/Assessors, consultants and the representatives of the Mori Art Museum. The applicants must accept that the contents of such reports will be disclosed to the public.

The HKADC will not release information that would harm the applicant's personal or business activities. HKADC reserves the right to subcontract processing of any personal data to a data processor consistent with the applicable provisions of the Personal Data Privacy Ordinance.

### **INQUIRY OF PERSONAL DATA**

According to the Personal Data (Privacy) Ordinance paragraphs 18 and 22, and point 6 in annex 1 of the Code, the applicant has the right to know if the HKADC holds personal data related to oneself and to the participants of the project, and may obtain a copy of the data from the HKADC and to amend any inaccurate information contained therein. Such requests in writing should be addressed to the Chief Executive, Hong Kong Arts Development Council, 10/F, 1063 King's Road, Quarry Bay, Hong Kong.

### **NOTES**

- As application for the attachment is expected to be highly competitive, short-listed candidates will be required to attend an interview in person in mid-January 2018, followed by a second interview with the representatives from the Mori Art Museum through teleconference in early-February 2018. The HKADC reserves the right to change the interview timetable without further public notice.
- Applicants may consider their applications unsuccessful if they are not notified by the mid-February 2018.
- Applicants should make their enquiries to the HKADC. The Mori Art Museum will not respond to any enquiry made directly to them.
- For enquiries, please call Ms YEUNG of the HKADC at 2820 1025.

Hong Kong Arts Development Council  
16 October 2017

**The HKADC reserves the right, in its absolute discretion, not to accept any Application submitted. The HKADC also reserves the right to amend and/or to supplement and/or to cancel the current invitation for applications and/or the details of the Programme as set out in the Application Guidelines at any time without further notice. The HKADC will not indemnify any losses or expenses that may be incurred by the Applicants in such situations or in responding to the invitation for application.**

## APPENDIX I



### OVERVIEW

The Mori Art Museum (MAM) is a private contemporary art institution situated in the heart of Roppongi Hills in Tokyo, Japan. Since its opening in 2003, it strives to be a place for enjoyment, stimulation and discussion - a place where important cultural and social issues are openly debated, not only through the exhibitions but also through a wide range of Public Programs including talks, tours and courses. It engages an audience ranging from young schoolchildren to students and senior citizens, from people living in the local community to the whole region and around the world.

### MISSION

In today's increasingly interconnected world we have the opportunity to be enriched by global currents of history and culture and to enjoy diverse lifestyles as a result of active contact with different peoples and ideas. The role of art in this environment is decisive, providing vital sources of inspiration for creativity and innovation.

The Mori Art Museum has developed its own distinctive approach to art activities, embracing the concepts of "contemporary" and "international" since its establishment. The Museum is committed to presenting a wide range of exhibitions and public programs that feature cutting-edge visual arts, architecture, and design in a global perspective.

The Mori Art Museum is positioned also as a center of contemporary Japanese and Asian art, able to present Asian art trends in a global context with profound expertise concerning specific cultural systems and structures.

The intention of the Mori Art Museum's continuing "Art + Life" principle is to realize an enriched society where art relates to all aspects of life.

### VISION

1. To present creative endeavors in art, architecture, design and other artistic activities within the broader contexts of culture, history, philosophy and science, and to be a center of inspiration accessible to all.
2. To cultivate broad community development through collaboration in exhibition planning, creation of touring exhibitions, and exchanges with art museums and cultural institutions, artists, curators, collectors and supporters world-wide.
3. To provide a platform through art for people of all walks of life to engage in critical and constructive discourse towards creating a new aesthetic and a new world view.
4. To contribute to the development of contemporary art through artwork production support, exhibitions, collection of Asian contemporary art, and cooperative relationships with galleries, art fairs and professionals in the world of art.
5. To introduce new lifestyles from the cultural hub of Tokyo to the world, uniting art and life through dedicated public programs, as well as promotion of community art events and active support of public art projects.

For more details regarding the Mori Art Museum, please refer to <http://www.mori.art.museum>.