

香港文化博物館導賞員招募及培訓計劃 2024

Hong Kong Heritage Museum Docent Recruitment and Training Programme 2024

報名須知

Notes on Application

(一) 簡介 Introduction

博物館的導賞員一直擔任着重要的角色，以生動的講解讓觀眾更深入地了解展品背後的故事及展覽的策展理念，豐富他們的參觀體驗。新一屆的導賞員招募及培訓計劃現正接受申請，本館希望選出合適的申請者參加培訓課程，成為導賞員。

Docents at the Hong Kong Heritage Museum (HKHM) always play a key role in enriching visitors' experiences by vivid and lively presentation of stories behind the exhibits as well as the curatorial approach of the exhibition. We are now calling for applications for our new docent recruitment and training programme, with a target to select suitable applicants to participate in our training programme.

(二) 計劃內容 Programme Details

合資格的申請者將有機會參與遴選面試。通過面試的申請者須接受培訓課程。課程完結後，參加者須通過評核，包括筆試及模擬導賞，通過評核者將正式獲邀擔任導賞員。

Qualified applicants will be invited to attend an interview, and those who pass the interview will be required to attend our training sessions. Upon the completion of the training sessions, participants will be required to pass an assessment, including a written test and a mock guided tour. After passing the assessment, applicants will officially become our docents.

(三) 導賞員的職責 Duties of Docents

1. 出席展覽的導賞培訓。

Attend docent trainings for the exhibitions at HKHM.

2. 為香港文化博物館提供導賞服務。

Provide docent service for the HKHM.

3. 協助館方推行教育活動，參與導賞培訓工作。
Assist HKHM in implementing educational activities and performing training duties.
4. 擔任博物館與參觀人士之間溝通的橋樑。
Act as a museum representative in collecting the visitors' feedback on museum services.
5. 全年參與不少於3節的導賞員工作(每節約1-1.5小時，每次服務可獲導賞員酬金)。
Attend no less than 3 sessions of docent service throughout the year (docent will receive honorarium for each session which lasts for approximately 1-1.5 hours).
6. 任期為一年，後按表現安排續約。
The term of appointment will be one year, and it will be renewed based on the satisfactory performance.

(四) 申請資格 (以截止報名日期計) Qualifications (as at the application deadline)

1. 年滿18歲或以上的香港永久性居民，操流利粵語，能操普通話及/或英語則更佳。
Permanent Hong Kong resident aged 18 or above, fluent in Cantonese, proficiency in Putonghua and/or English will be an advantage.
2. 具備專上教育資歷或以上程度，對歷史、藝術及文化有豐富的認識，主修歷史、藝術、人文學科、人類學及文化研究，或同等資歷及學科將獲優先考慮。
Holder of post-secondary qualifications or above, have substantial knowledge of history, fine arts and culture. Preference will be given to applicants with a major in history, fine arts, humanities, anthropology, cultural studies, or equivalent qualifications and disciplines.
3. 對歷史、藝術、文化及博物館工作有濃厚興趣。
Enthusiasm in history, fine arts, culture and museum work.
4. 樂於與人溝通、交流及分享有關歷史、藝術及文化的課題及經驗。
Eagerness to discuss, exchange and share experience and knowledge with visitors

on historical, arts and cultural topics.

5. 語文能力良好者將獲優先考慮 (1. 香港中學文憑考試中國語文科第 4 級或以上成績；或香港高級程度會考中國語文及文化、中國語言文學或中國文學科 D 級或以上成績；或香港中學會考中國語文科 C 級或以上成績；或綜合招聘考試中文運用試卷的一級或以上成績；2. 香港中學文憑考試英國語文科第 4 級或以上成績；或香港高級程度會考英語運用科 D 級或以上成績；或香港中學會考英國語文科 C 級或以上成績；或 General Certificate of Education (Advanced Level) (GCE A Level) English Language 科 D 級或以上成績；或綜合招聘考試英文運用試卷的一級或以上成績；或 International English Language Testing System (IELTS) 學術模式整體分級取得 6 或以上，並在同一次考試中各項個別分級取得不低於 6；或同等海外考試成績)。

Preference will be given to applicant with good language proficiency (1. Level 4 or above in Chinese Language in the HKDSE; or Grade D or above in Chinese Language and Culture, Chinese Language and Literature or Chinese Literature in the HKALE; or Grade C or above in Chinese Language in the HKCEE; or Level 1 or above in the Use of Chinese (UC) paper of the Common Recruitment Examination (CRE); 2. Level 4 or above in English Language in the HKDSE; or Grade D or above in Use of English in the HKALE; Grade C or above in English Language in HKCEE; or Grade D or above in English Language in General Certificate of Education (Advanced Level) (GCE A Level); or Level 1 or above in the Use of English (UE) paper of the CRE; or overall band score of 6 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS); or equivalent results from overseas examinations).

6. 現職/曾任教相關歷史、藝術、人文科目或文化研究的教師；就讀相關歷史、藝術、人文科目、人類學或文化研究的大學生/專上教育學院學生或畢業生；有導賞服務經驗及能於星期一至五提供服務者將獲優先考慮。

Preference will be given to teachers who are currently teaching or have taught subjects related to history, fine arts, humanities, cultural studies; graduates or undergraduates of tertiary institutes or universities with a major in history, fine arts, humanities, anthropology, cultural studies; persons with experience in docent service; and able to provide services on weekdays.

(五) 報名方法 How to apply

請填妥報名表格，連同學歷證明及/或資歷證明，於截止報名日期前以郵寄或電郵方式遞交。

1. 郵寄至香港新界沙田文林路1號香港文化博物館4樓401室 教育及推廣組
(信封面請註明「香港文化博物館導賞員招募及培訓計劃 2024」)
2. 電郵至 hkhm_docent@lcsd.gov.hk
(標題「香港文化博物館導賞員招募及培訓計劃 2024 — 參加者姓名」)

Please submit your completed application form with proof of academic qualifications and/or credentials by **post or email** before the deadline.

1. By post to **Education and Extension Service Unit, Room 401, 4/F, Hong Kong Heritage Museum, 1 Man Lam Road, Sha Tin, Hong Kong**
(Please clearly mark on the envelope “Hong Kong Heritage Museum Docent Recruitment and Training Programme 2024”)
2. By email to hkhm_docent@lcsd.gov.hk
(With the title “Hong Kong Heritage Museum Docent Recruitment and Training Programme 2024 — with your full name”)

(六) 截止報名日期 **Deadline for Application**

2024年7月2日(星期二)

2024.7.2 (Tuesday)

(七) 細則及注意事項 **Terms and Conditions**

1. 導賞員並不受僱於香港特別行政區政府康樂及文化事務署或香港文化博物館。

Docents are not employed by the Leisure and Cultural Services Department of the Hong Kong SAR Government or the HKHM.

2. 申請日期以信封上郵戳日期及本館電郵系統為準。

The postmark date on the envelope and the date of receipt of HKHM’s email system shall be deemed the date of application.

3. 任何原因而導致的逾期報名申請或資料不齊者，將不被本館接納。

Incomplete or late applications will not be considered by the HKHM.

4. 成功報名之申請者將接獲電郵確認通知，合資格的申請者稍後將獲邀參加遴選面試，若符合資格之申請者人數眾多，館方會篩選條件較佳者(如工作經驗、語言能力、學歷等)參與是次面試。未獲邀者可視為已落選，館方將不另作通知。

Successful applicants will be notified by email and qualified applicants will be invited to attend an interview later. If there are too many qualified applicants, screening exercise (e.g. work experience, language proficiency and academic qualifications) will be conducted to shortlist the applicants for the selection interview. Applicants who do not receive an interview invitation will be considered as unsuccessful.

5. 遴選面試將安排於平日及週末進行。
Applicants will be interviewed on weekdays and weekends.
6. 通過面試的申請者，須出席必修及所選展覽的培訓課程，培訓課程將於 2024 年 10 月至 12 月的週六或週日進行。
Applicants who pass the interview are required to attend mandatory and training sessions for selected exhibitions. The training sessions are scheduled at weekends between October and December 2024.
7. 日後，當新專題展推出時，導賞員在完成相關展覽導賞訓練後將獲安排帶領新展覽導賞團。
Upon the launch of the new thematic exhibition, docents will be arranged to conduct guided tours after finishing the docent training of the new exhibition.
8. 香港文化博物館有權要求申請人於提交申請後至獲選為導賞員後出示證明文件正本以核實資歷；若申請文件中有涉嫌不實或虛假聲明、偽造文件或紀錄，申請人即使通過面試或評核而最終獲選為導賞員，也有可能被取消參加計劃及褫奪導賞員的資格。
The HKHM reserves the right to request the applicant to provide the original copy of supporting documents for verification of qualifications from the time of application until selection as a docent. If the application contains allegedly false or fraudulent statements, falsified documents or records, the applicant may be disqualified from participating in the programme and disqualified as a docent, even if he/she passes the interview or assessment and is eventually selected to be a docent.
9. 香港文化博物館保留更改面試及所有活動的日期、地點及其他一切安排之權利。
The HKHM reserves the right to change the dates, location, and other arrangements for the interviews and all related events.
10. 如有任何爭議，將以博物館的最終決定為依歸。
In case of any dispute, the HKHM reserves the right of final decision.

(八) 查詢 Enquiries

電話 Tel: (852) 2180 8180 (辦公時間 Office hours: 星期一至星期五 Mondays to Fridays, 9:30 am – 12:45 pm & 2:00 pm – 5:30 pm)

電郵 Email: hkhm_docent@lcsd.gov.hk

網頁 Website: <https://www.heritagemuseum.gov.hk/>