
COLLECTION INTERN

DEPARTMENT INTRODUCTION

The Collections and Digital Experience team manages and makes available AAA's unique collections in our library space and online. The team helps users find the material they are looking for, and creates new ways for them to interpret that information.

RESPONSIBILITIES

AAA has over 50,000 items in its library collection, each of them individually described. The Collection Intern will assist the department in cataloguing new items and cleaning up existing data.

REQUIREMENTS

- Basic editorial skills and proofreading skills
- Excellent writing skills
- Attention to detail
- Computer and digital literacy
- Fluency in English and Chinese
- Duration: Part-time commitment from February to May 2020 (2-3 days per week, 24 days in total)

APPLICATION

Please return a copy of the internship application form and a CV (both in English) to learn@aaa.org.hk by **Friday, 17 January 2020**.

Only shortlisted candidates will be contacted.

For questions or enquiries about the Internship Programme, please contact Samantha Kwok at learn@aaa.org.hk or +852 2844 1126.