

義工職位

職責：	條件：
<p>職位 1：活動助理</p> <ul style="list-style-type: none"> ▪ 準備工作坊/講座/演出/導賞團之工作 ▪ 確保活動運作順暢和安全 ▪ 向藝術家/嘉賓/義工提供協助 ▪ 運送物資 	<ul style="list-style-type: none"> ▪ 善於交際及有自信 ▪ 獨立且有團隊精神 ▪ 具良好溝通及組織能力 ▪ 有責任感、守時及具承擔能力 ▪ 具客戶服務經驗者獲優先考慮
<p>職位 2: 接待及查詢</p> <ul style="list-style-type: none"> ▪ 招待參加者、指示參加者方向及提供活動資訊 ▪ 解答查詢，並轉達查詢及意見予誇啦啦職員 	
<p>職位 3: 活動主持</p> <p>***有意成為活動主持者或受邀進行面試</p> <ul style="list-style-type: none"> ▪ 出席面試 / 訓練 / 與藝術家會面 (如需要) ▪ 帶領由誇啦啦設計的學習活動 ▪ 為藝術家、科學家、村民及工作坊參加者提供中、英傳譯服務 ▪ 有機會與相關領域的藝術家/專業人士或志同道合的人士會面 	<p>學習活動主持 (如需要)：</p> <ul style="list-style-type: none"> ➢ 藝術家講座 ➢ 工作坊 ➢ 音樂表演 ➢ 村內導賞團/故事分享 ➢ 裝置藝術 <ul style="list-style-type: none"> ▪ 相關學科的大學或以上程度或： 有至少一年相關工作經驗 ▪ 有主持及帶領工作坊的經驗 ▪ 具良好溝通能力

Volunteer Positions

Responsibility:	Requirements:
<p><u>Role 1: EVENT STEWARDS</u></p> <ul style="list-style-type: none"> ▪ Set up or prepare for workshops/talks/performances/guided tours ▪ Ensure smooth & safe event operations ▪ Provide artists/guests/volunteers operational support ▪ Point of enquiry & feedback referral to AFTEC staff ▪ Handle logistic arrangement and delivery of event materials 	<ul style="list-style-type: none"> ▪ Sociable & confident ▪ Independent yet a team player ▪ Strong interpersonal & organisational skills ▪ Responsible, punctual and committed ▪ Experience in customer service role would be an advantage but not necessary
<p><u>Role 2: RECEPTION & INFORMATION</u></p> <ul style="list-style-type: none"> ▪ Meet & greet participants, provide directional assistance & general information ▪ Point of enquiry & feedback referral to AFTEC staff 	
<p><u>Role 3: FACILITATORS</u></p> <p>***Please note that volunteers interested to be facilitators may be invited for an interview</p> <ul style="list-style-type: none"> ▪ Interview/training/meetings with artists (If required) ▪ Lead creatively accommodating different learning activities designed by AFTEC ▪ Provide Chinese/English Interpretation support to artists, scientists, villagers and workshop participants ▪ Have an opportunity to meet the artists or professionals in related fields and other like-minded people 	<p>Learning Activities Facilitators (If needed):</p> <ul style="list-style-type: none"> ➤ Artists talk ➤ Workshops ➤ Music performance ➤ Village tour/story-telling ➤ Visual Arts installations ▪ Undergraduates & above/at least one year experience in related disciplines ▪ Experience in facilitating & running workshops ▪ Strong interpersonal skills