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# Member | Asia Art Archive | job

asia art  
ARCHIVE

[Asia Art Archive](#), one of the world's leading public resources for contemporary Asian art, seeks a dedicated individual to become a full-time member of the Library's Digital Collection team.

The successful candidate will be focused on building and maintaining the Digital Collection while assisting with day-to-day operations in the Library. This is an exciting opportunity to engage with primary material related to contemporary art while developing a career in a dynamic organisation.

Responsibilities:

- Sorting and cataloguing material entering AAA's digital repository
- Contributing to the preparation of digital items delivered through the Collection Online on AAA's website, particularly with regard to the enrichment of data and metadata
- Providing day-to-day support for the Digital Collection and Library Teams

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The ideal candidate will:

- Be patient, organised, detail-orientated, self-motivated, and a team-player
- Have proven knowledge of and involvement in the field of contemporary art
- Have a relevant BA degree in the arts, preferably with a specialisation in art history, art theory, arts administration, or art practice
- Be interested in exploring and learning new computing technologies
- Be fluent in Chinese and English
- Knowledge of or experience with cataloguing an advantage

For enquiries, please call Jaime Hsu at 2815 1112 or visit the [AAA website](#). To apply, please send a cover letter and a detailed CV with expected salary and contacts of two referees to [jaime@aaa.org.hk](mailto:jaime@aaa.org.hk) before 19 March 2012. Only shortlisted candidates will be contacted.

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