

Application for Hong Kong Arts Centre
Open House Helper (25 - 26 March 2016)

We are now recruiting energetic young art lovers at our Open House event to help in greeting visitors and providing assistance to the overall smooth running of the Open House between 10am and 8pm.

- Please submit the completed forms by email to: kcheung@hkac.org.hk on or before **24 February 2016 (Wednesday)**.
- Subject please specify “**Application to HKAC Open House Helper 2016**”.
- Successful applicants will be contacted **on or before 1 Mar 2016 (Tuesday)**.
- For enquiries, please contact Ms. Kathy Cheung by phone at 2582 0203 or by email at kcheung@hkac.org.hk

Personal Information

(English Name) _____ (Nick Name) _____

(Chinese Name) _____ Tel: (Mobile) _____

Email: _____

Name of Tertiary Institute / University: _____

Major: _____ Year: _____

Please fill in the following parts.

1. Duty hours

I am available on **25 March 2016** for whole day event from 10am to 8pm

I am only available for the following timeslot(s):

<input type="checkbox"/> First Session	<input type="checkbox"/> Second Session	<input type="checkbox"/> Third Session
10am – 1pm	1pm – 4pm	4pm – 8pm

I am available on **26 March 2016** for whole day event from 10am to 8pm

I am only available for the following timeslot(s):

<input type="checkbox"/> First Session	<input type="checkbox"/> Second Session	<input type="checkbox"/> Third Session
10am – 1pm	1pm – 4pm	4pm – 8pm

*** Priority will go to those applicants who are available for both 2 days.

2. Language Proficiency

Please put "✓" in the following boxes to indicate your language proficiency.

Language	Native Fluent	Good Speaking	Fair Familiar	Find Difficulty
English				
Cantonese				
Mandarin				
Others: _____				

3. Helper Briefing Session

I am available to attend the Helper Briefing Session

Date: 12 March 2016 (Sat)

Time: 2pm - 5pm

Venue: Rm1006, 10/F, Hong Kong Arts Centre

*** Priority will go to those applicants who are available to the Briefing Session.

4. Do you have any experience in a docent service or community engagement? If yes, please elaborate.

5. Why are you interested to be the HKAC Open House Helper? (Around 50 – 80 words)

Thank you very much for your time and participation. We look forward to seeing you soon.

Application Deadline: 24 February 2016 (Wednesday).