



HONG KONG PUBLIC SPACE INITIATIVE 2016 EXECUTIVE COMMITTEE RECRUITMENT



About HKPSI

Founded in 2011, **Hong Kong Public Space Initiative** (“HKPSI”) is an independent, charitable non-profit organization (IRD File No. 91/11733). Through research, education and community engagement programs, we strive to bring the knowledge of public space to all walks of life, in order for people of Hong Kong to understand the value of public space.

Who Are We?

We are formed by a team of more than 100 young professionals and tertiary students coming from all backgrounds including architecture, urban planning, landscape architecture, environmental conservation, public administration, business management and technology etc. With ages ranging from 20s to 30s, we all contribute to HKPSI on a part-time & voluntary basis. Feel free to check out our profiles on our [official website](#).

What Do We Do?

We engage in many different types of programs that raise awareness of public space, especially in the following four dimensions:

- Community Engagement
- Education
- Place-making
- Research

Track Record

We have successfully orchestrated a great variety of events, and our signature projects include:

- Hong Kong Public Space Awards
- Hong Kong Public Space Symposium
- Hong Kong Public Space Directory
- Place-making Laboratory
- “Experiencing Public Space” Education Scheme

To see the full list of activities, please visit our website’s [“Project Portfolio”](#) section.



Who Are We Looking For?

We are now recruiting new blood to join our Executive Committee (ExCo) to plan, manage and execute high-impact projects that promise to make a difference in Hong Kong.

Joining Our Executive Committee

- All are **non-paid positions** yet you will be joining a group of **passionate people** who **aspire to accomplish great things** in Hong Kong.
- Term is **permanent**, unless you opt to quit.
- You can state your post preferences, but the Board of Directors has the final decision on which post to allocate you, based on team dynamics, skillset variety and your experience. Please note very often the number of requests to join a particular team/ post is way beyond the required number of people, so we might not be able to entertain your first preference.
- Under the guidance of our Directors, you will have the flexibility to execute projects that you wish to bring to people of Hong Kong. Creativity is highly encouraged.
- Expect **4-6 hours of work** every week, but we are flexible with your own schedule.

Why Should You Join?

- Leverage our resources and platform to contribute to Hong Kong's urban development
- Make lifelong friends who share the same noble mission
- Accumulate valuable leadership and project management experience

Requirements

- Open to **all Hong Kong residents** who have **completed secondary school education**. Undergraduate students, graduate students, and working professionals are all welcome.
- Open to people from **all backgrounds**. Experience in public space-related work is absolutely NOT a prerequisite.
- **High level of responsibility and commitment**. Free-riding is highly discouraged.
- **Passionate** about public spaces and **open minded** about different views
- **Mandatory participation in our orientation-cum-training session**
- Each post may have specific requirements. Please check the descriptions below.

Application & Selection Timeline

- We will select candidates based on level of commitment, passion and ability to work in teams. Prior experience is not a major concern.

19th September 2016 Application Deadline

(Mon)

6:00pm

[Online applications](#) must be submitted before 6pm. Late application will NOT be accepted.

Mid-Late September 2016 Interview (Mandatory)

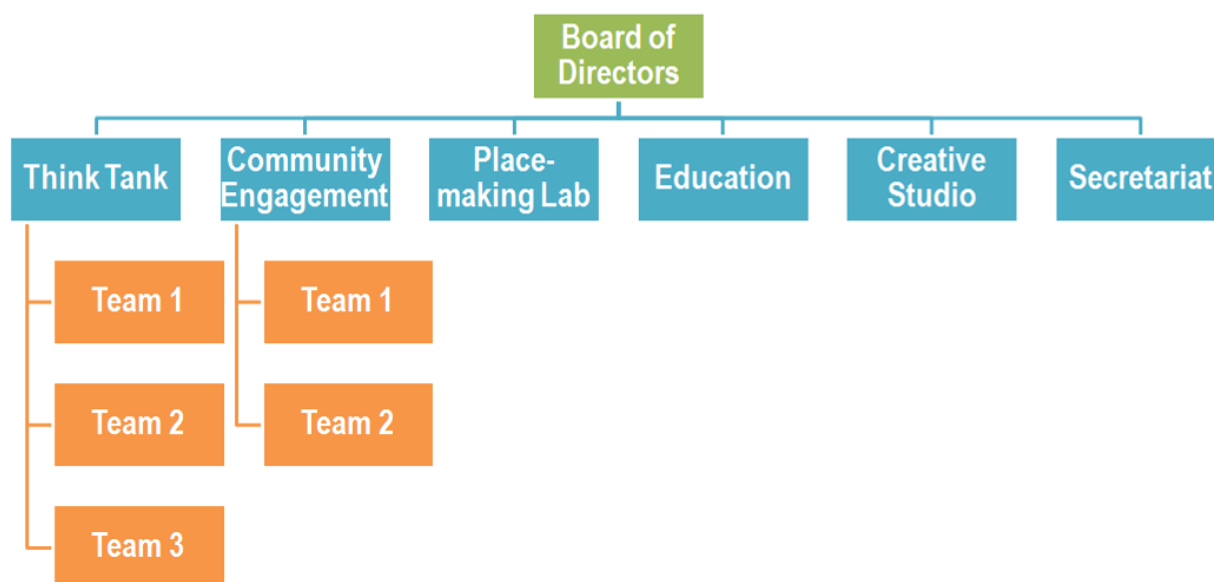
Shortlisted candidates will be invited for a casual interview. Time slots will be provided for you to select. It would be the best opportunity for us to understand more about you, your aspirations and expectations. A resume or portfolio might be required at this stage.

October 2016

Orientation / Training (Mandatory)

All successful candidates must join the mandatory orientation & training day designed to get yourself familiarized with the concepts of public space and HKPSI's working guidelines etc.

Team Structure



Team at a Glance

Team	Team Code	Director
Think Tank 1	TT1	Caroline Chan
Think Tank 2	TT2	William Sin
Think Tank 3	TT3	Karl Chan
Community Engagement 1	CE1	Danica Chan
Community Engagement 2	CE2	Patsy Ho
Place-making Lab	PML	Ajyum Chan & Stephanie Chan
Education	EDU	Keith Wu
Creative Studio	CS	Kenneth Chan
Secretariat	ST	Jeffrey Wong



Think Tank 智庫

Our Think Tank conducts in-depth research and carries out urban experiments to test out innovative ideas to be implemented in public spaces. We also facilitate ideas exchange among stakeholders, and aspire to formulate proposals to improve public spaces with collective efforts. The Think Tank is separated into three teams to run different projects.

智庫透過研究認識社區，進行不同的社區實驗引發創新思維。此外，我們亦會促進各領域和各社會上不同人士的知識及意見交流，希望能凝聚社區力量共同制定改善公共空間的建議。智庫將分為三個團隊以進行不同類型的活動。

Requirements

- Experience in relevant discipline (e.g. urban planning / geography / architecture / sociology / landscape architecture / journalism etc.) preferred but not necessary
- Able to contribute long hours in desk/ field research, writing and public engagement activities

Think Tank Team 1

Team Code: TT1

Director: Caroline Chan

To promote place-making in our city, we conduct urban experiment engaging community and different parties to explore possible ways of collaboration that shapes a better public space. Urban experiment involves intensive community engagement works, cross-sectoral collaborations, and in-depth research work. We make recommendations and share our findings to both public and private organizations through meetings, seminars and publication which aim to inspire more people to collectively re-imagine and reinvent public spaces as the heart of every community.

為了在香港推動地方營造，我們會透過城市實驗去凝聚社區各界的力量，從他們一起參與塑造更好的公共空間的過程中，探討適合香港可行的合作模式。城市實驗需要廣泛的社區參與、跨界別的合作及深入的研究工作。我們亦會就研究結果，透過會議、講座及刊物向不同的公私營機構作分享或提出建議，希望令更多人重新想像我們的公共空間能怎樣變得更好。

Current Projects

With funding from HKGBC, three urban experiments will be conducted in Kwun Tong Area in 2016-2017. Baseline study on the district was started in late 2015. Field research is undergoing which is not only for district familiarization but also build up relation with the local community. The experiments will mainly study on quality public space, human-space relationship, public art and local character.

Posts Available

Position: Project Managers

- Duties:**
- To implement the experiment including liaising with different collaboration parties, designing/ hosting community engagement events, supporting the design and production of artwork, preparing presentation materials, conducting analysis and research, and writing reports
- Requirements:**
- Have creative mind and passionate in sharing and communicating with people
 - With experience in conducting research and data analysis
 - With experience and passion in text composing/ graphic design
 - Strong interpersonal skills would be a valuable asset
 - Enjoy teamwork and a good team player
 - Mature university students and working young professionals in different fields are all welcome

Think Tank Team 2

Team Code: TT2

Director: William Sin

This team will conduct public space documentary projects and collaborate with local universities on research projects. The documentary projects focus on creating a collection of “public space codes” about how public spaces look like and how people use public spaces in the local context. Collaboration with universities refers to a “Public Space SOS” project, as well as potentially a series of community research projects in Sai Wan.

Current Projects

- Community research project, e.g. Railing Project (欄杆研究)
- Documentary project, e.g. “Public Space SOS”

Posts Available

N/A

Think Tank Team 3

Team Code: TT3

Director: Karl Chan

"The Bloggers"

- Publish written articles (e.g. short blog posts) or digital media (e.g. video documentary) that respond to current public space issues, with the goal to assist the public in understanding more about the concepts of public space.
- Liaise with media (both published and online) on publishing our articles/ digital media
- Samples of our previous articles:
 - [英國版德輔道中：還路於民，大地任你行](#)
 - [被隱藏的商場公共空間——新城市廣場場外篇](#)
 - [給香港政府的公開信——懇請不要把維港「海濱長廊化」](#)
 - [有關香港公共空間的七件事](#)

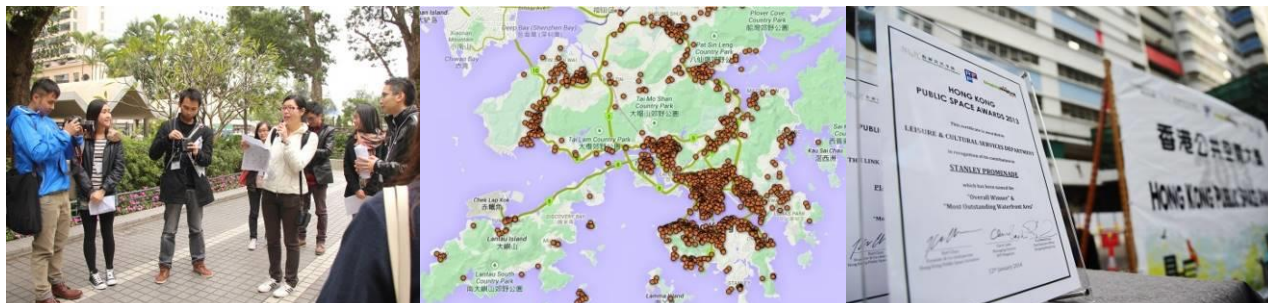
「新聞部」

- 發表短文/短片以讓公眾更了解公共空間的意義
- 與傳統及網上媒體聯繫以發布文章/短片
- 查看我們過往的文章：
 - [英國版德輔道中：還路於民，大地任你行](#)
 - [被隱藏的商場公共空間——新城市廣場場外篇](#)
 - [給香港政府的公開信——懇請不要把維港「海濱長廊化」](#)
 - [有關香港公共空間的七件事](#)

Posts Available

Position: Project Managers

- Requirements:
- Writing can be in either Chinese or English.
 - Ability to respond to current issues within a short time (<24 hours)
 - Ability to form arguments with consideration of different perspectives (personal opinions are most welcomed but argument must have solid grounds with evidence)
 - Open-mindedness and willingness to give/receive critical feedback is a must. Team members are expected to fully respect other teammates' opinions and perspectives that might be different from their own's.
 - Willingness to go collect first-hand information (e.g. taking photos in public space, conducting interviews) is a big advantage.
 - Journalism/media/research background is a plus, but not necessary.



Community Engagement 社區聯繫

Community Engagement team undertakes projects to engage the public in understanding more about the concepts and value of public space. Two separate sub-teams will work on two flagship projects. The first team will organize regular guided public space walking tours which allow participants to discover and assess public spaces from different perspectives. The second team will manage the Hong Kong Public Space Directory and organize the Hong Kong Public Space Awards, giving a platform for Hong Kong people to voice out and review various public spaces in the city.

社區聯繫旨在為公眾提供更多公共空間的資料，及讓他們親身體驗公共空間的價值。社區聯繫將分為兩個團隊籌備不同的項目。

第一團隊將定期籌備公共空間導賞團，與參加者一起探索及以不同角度分析香港的公共空間。

第二團隊則會管理我們開發的「香港公共空間資料庫」，及舉辦「香港公共空間大獎」，為市民提供一個網上資訊平台發表意見。

Requirements

- Experience in event organizing is a plus but not necessary.
- Strong interpersonal skills would be a valuable asset

Community Engagement Team 1

Team Code: CE1

Director: Danica Chan

This team engages the public to create a sense of place and to discover the relationship between our city, public spaces and community by activities and conversations. Capacity building for understanding and envisioning our public spaces will be the team's main objective.

這團隊以不同形式與大眾市民發掘生活的地方，去感受城市、公共空間與社區之間的關係。這團隊旨在拓展市民對公共空間的理解和想像，凝聚不同聲音與想法，建立對我城公共空間的願景。

Current Projects

Walking is one of the best ways to experience the city. This team organizes thematic walking tours to discover public spaces in different districts for the public with interactive activities and dialogues.

Posts Available

Position: Project Managers

- Duties:**
- To design/ host thematic tours; support the design and production of artwork, promotional materials, event records and post-event archive
- Requirements:**
- Have creative mind and passionate in sharing and communicating with people
 - With experience and passion in text composing/ graphic design/ video production (including filming and editing)
 - Strong interpersonal skills would be a valuable asset
 - Enjoy teamwork and a good team player
 - University students and working young professionals in different fields are all welcome

Community Engagement Team 2

Team Code: CE2

Director: Patsy Ho

This team will manage the Hong Kong Public Space Directory, and organize the Hong Kong Public Space Awards to allow the general public to give feedback to public spaces and vote for their favorite public spaces in Hong Kong.

Current Projects

- [Hong Kong Public Space Directory \(香港公共空間資料庫\)](#)
- [Hong Kong Public Space Awards \(香港公共空間大獎\)](#)

Posts Available

N/A



Place-making Lab 地方營造工作室

Team Code: PML

Directors: Ajyum Chan & Stephanie Chan

The team organizes various place-making events to encourage the use of public space. Through a series of activities, the team strives to bring vibrancy and to enlighten the importance of public space, which are often neglected in our busy lives. Team members can enjoy the flexibility in proposing activities that range from ad-hoc to long-term basis. Exercise your creativity now!

地方營造工作室團隊透過舉辦一系列地方營造的活動，為公共空間注入動力，啟發人們於百忙之中反思公共空間的重要性，從而提高以不同方式善用公共空間的可能性。就著不同環境，我們會讓項目經理靈活地設計、籌辦及實行具創意及「有爆點」的活動，根據項目性質作一次性或恆常地在公共空間進行地方營造實驗。現在就發揮你的創造力，加入我們吧！

Current Projects

Pop-up Playground

As a self-initiated recurrent project, we bring in various attractive games to the public spaces for the public to play with us and enjoy the fun time at different public spaces.

Tsuen Wan Promenade Improvement Project

In collaboration with Coastal Affairs Committee of the Tsuen Wan District Council, we experiment improvement ideas and suggest long-term improvement strategies to enhance the promenade in Tsuen Wan district.

Posts Available

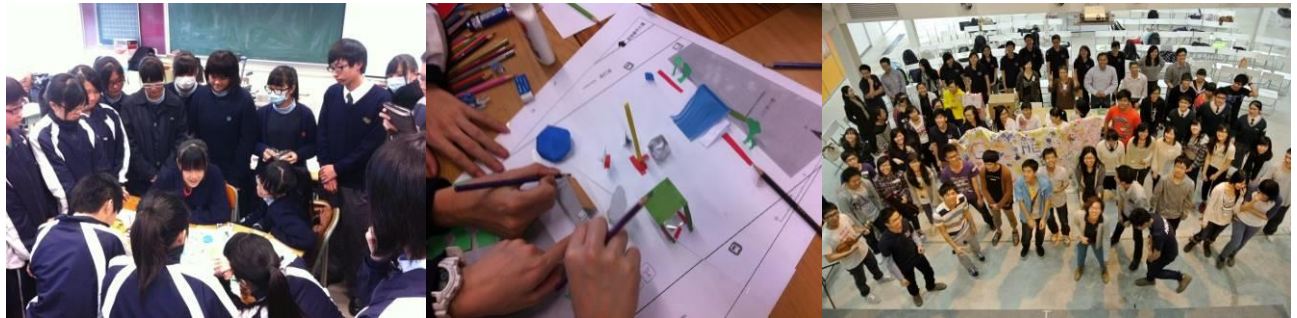
Position: Project Managers

Duties:

- To assist in the planning, coordination and execution of place-making events, and coordinate and negotiate with collaborating or external parties

Requirements:

- Passionate and creative in brainstorming interesting activities
- A good and resourceful team player
- Confident with good interpersonal skills and enjoys communicating with people
- Preferably with experience in organizing events
- Proficiency in design software and video clip production is an advantage
- Be prepared to hold events on weekends occasionally
- University students and working young professionals in different fields are welcomed



Education 教育

Team Code: EDU

Director: Keith Wu

Education lies at the heart of empowering initiatives from urbanites to re-understand public spaces. Through an outreach program with wide-ranged education activities designed specifically for the young generations, the team aspires to cultivate students in our city with the enthusiasm to explore opportunities in the public realm.

教育的本質在於促進人們對公共空間作更深的了解及反思。為了培養年青人對公共空間的熱誠和興趣，教育團隊將透過舉辦一系列的教育活動，激發年青人探索更多運用公共空間的可能性。

Current Projects

[“Experiencing Public Space” Education Scheme](#) (「體驗公共空間」學習計劃) is the team’s key project that consists of a series of education activities, with secondary school education as the prime focus. Both “engaging” and “facilitating” programmes are all possible happenings in the team, including school talks, workshops, tool-kit design and tailored reaching-out event.

Posts Available

Position: Project Managers

- Duties:**
- To design, organise and implement both the current and brand new programmes, while at the same time handling liaison with external parties.
- Requirements:**
- Be passionate in sharing and communicating with young people
 - With creative mind and experience in designing or organising any kind of education activities
 - With passion and experience and passion in graphic design / public speaking / text editing
 - Work hard, play hard!
 - University students and young professionals from different fields are welcome



Creative Studio 創意工作室

Team Code: CS

Director: Kenneth Chan

In order to secure our professional image and brand consistency from different teams and projects, Creative Studio (CS) has been established to oversee all branding and marketing related issues of HKPSI, such as design and publications, multimedia and social media managements etc. Our team is also encouraged to organize branding events and campaigns to promote and enhance the publicity of HKPSI.

Our team consists of specialists with different professional backgrounds, including design, creative writing, social media management, event organizing and management, marketing and branding etc.

For those interested in branding management and promoting us by design, event organizing or any of your creative ways, welcome to join us!

隨著本會的發展日趨成熟，所接觸之社會階層亦日益廣泛，除了統一而專業的對外形象外，如何善用本會不同隊伍的資源及多元化的活動作對外推廣及品牌管理亦十分重要。

因此，創意工作室負責本會的形象管理，並統籌及協調本會所有設計、出版及社交媒體平台等，亦會透過籌辦具創意的推廣活動，旨在提高本會於一般大眾的知名度及認受性。

創意工作室成員均來自不同專業領域，包括：設計、文字創作、媒體管理、大型活動策劃及籌辦、市場推廣、品牌營造等。

歡迎具創意的你加入我們的創作及推廣隊伍！

Posts Available

Position: Manager (Product Design and Marketing)

- Duties:
- To design HKPSI branded products for sale/ fundraising
 - To organize campaign for product selling/ fundraising
- Requirements:
- Experience in product design/ product selling would be an advantage
 - Self-motivated and creative

Position: Manager (Multimedia Design and Management)

- Duties:
- To manage the online platform of HKPSI including updates and documentation
 - To use the online platform as marketing and branding tool to promote HKPSI
- Requirements:
- Detail-minded and well-organized
 - Self-motivated and creative
 - Experience in using Adobe Photoshop/ Illustrator is preferable

Position: Manager (Social Media Management)

- Duties:
- To manage social media platform of HKPSI, such as Facebook and YouTube
 - To organize virtual promotional campaign
- Requirements:
- Experience in filming/ video editing is preferable

Position: Project Manager

- Duties:
- To organize creative promotional events
- Requirements:
- Self-motivated and creative
 - Experience in event planning and organizing would be an advantage
 - Being devoted and passionate is expected



Secretariat 秘書處

Team Code: ST

Secretary General: Jeffrey Wong

The Secretariat is planned to be expanded to meet the development aspirations of the HKPSI which has gradually grown to become one of the major NGOs in relation to the public space issues in Hong Kong.

The Secretary General will oversee the routine operations of the Secretariat, which is supported by two Associate Directors who are responsible for coordinating the public relations and media liaison matters, and providing administrative and managerial services respectively.

為配合本會漸具規模的發展，秘書處將進行重組。

秘書長將領導秘書處運作，下設兩個新的分部，由兩位副總監分別負責統籌公共關係及傳媒聯絡事宜，以及負責行政管理工作。

Posts Available

External Affairs Branch 外務分部

Position: Manager (Public Relations)

Duties:

- Public relations
- Media liaison
- Handling external enquiries

Requirements:

- Major in Journalism (or equivalent) with relevant media experiences would be an advantage.

Position: Manager (Fundraising)

- Duties:
- Coordinating the external fundraising events
 - Handling external enquiries

Requirements: • Fundraising experience would be an advantage.

Administrative Branch 行政分部

Position: Manager (Finance)

- Duties:
- Finance (Accounting and auditing)

Requirements: • Major in Finance, Accounting (or equivalent) with relevant experiences would be an advantage.

Position: Manager (Administration)

- Duties:
- Google Drive database management
 - Maintaining records, documents and asset (e.g. membership lists, contact and mailing lists, event archives and asset lists)

Requirements: • Administrative/ secretarial experiences would be an advantage.

Position: Manager (Website and Photo Management)

- Duties:
- Website design and content update
 - Photo database management

Requirements: • Major in Multimedia Design, Information Technology (or equivalent) with relevant experiences would be an advantage.

Position: Manager (Members' Liaison)

- Duties:
- Foster communications among HKPSI members through organising trainings and team bonding events

Requirements: N/A

FAQ

Q: Can I apply if I won't be in Hong Kong in the coming year?

A: You can still apply but you must demonstrate your level of commitment and suggest ways of how you can effectively contribute to HKPSI. Previously we have had successful examples of how people living in the US/UK contribute with graphic design, research, and many other administrative matters.

Q: What qualities are you looking for in Executive Committee members?

A: Relevant experience or specific skills are not our primary concerns. Rather, we select people based on your demonstrated interest and passion for both public space and HKPSI. Your promise for commitment is crucial. Free-riding is strictly discouraged.

Q: What if I am not given my top 3 post choice?

A: With the anticipated large number of applicants, we are most likely unable to give allocate everyone to their first or top 3 post preference. We allocate people to different posts based on their skills, experiences and personalities, ensuring every team has a diverse skill set necessary for the specific operations. If there is a specific post that you really want to get into, we encourage you to talk to the Board of Directors on the possibility to switching to another team after 1-2 years of service. Internal team mobility is often encouraged.

Q: Is HKPSI backed by any political organization or government institution?

A: HKPSI prides itself as an independent organization. Our taskforce is formed simply based on our common interest in public space. We are NOT backed by any political party or any government institution. HKPSI is simply a place for us to strive for what we believe will be best for Hong Kong's public spaces.

Q: What if I am rejected?

A: We would still very much value your support as our volunteer. Please understand our organizational scale is not able to accommodate too many people.