



Curriculum Vitae
Bevan Chuang 莊家欣

PERSONAL DETAILS

Full Name:	Bevan Ka Yan CHUANG
Address:	28/130 Great South Road, Remuera, Auckland 1051, NEW ZEALAND
Postal Address:	PO Box 74448, Greenlane, Auckland 1546, NEW ZEALAND
Phone Number(s):	Home: (09) 522 8969 Mobile: 021 802 830
Email Address:	bevan.chuang@gmail.com
Language Abilities:	Fluent: Chinese (Cantonese and Mandarin), English

PERSONAL ATTRIBUTES

- Team player, quick learner and willing to learn
- Cross-cultural awareness
- Organised, logical and analytical
- Strategic thinking
- Excellent communications skills
- Able to work under pressure
- Self-motivated, comfortable working without supervision
- Mature attitude and responsible
- Able to maintain a good relationship with new and existing clientele
- Goal orientated and constructive
- Experienced working with communities
- Open minded and culturally sensitive
- Excellent networker
- Conscientious and reliable
- Diligent and hardworking
- Flexible and adaptable to circumstances

EDUCATION

Massey University (New Zealand) 2009

Postgraduate Diploma in Museum Studies

- Specialising in areas of community development, audience development, curatorship and arts management.

Manukau Institute of Technology (New Zealand) 2003

Certificate of Achievement in Health Promotion

- Specialising in areas of promoting preventative health amongst migrants' and refugees' communities.

University of Auckland (New Zealand) 2002

Bachelor of Arts (Honours) (Major: Anthropology, Minor: Health in Social Sciences)

- Specialising in areas of community, sociology amongst ethnic communities.

COURSES & CONFERENCES ATTENDED

Year	Name of Conference / Course – Details
2010	<ul style="list-style-type: none"> • Dragon Foundation – Dragon100 Young Chinese Leaders Forum (Hong Kong) • Asia New Zealand Young Leaders Forum 2010
2009	<ul style="list-style-type: none"> • Banana Conference (Chinese New Zealanders) • Intercultural Awareness Training • Museums Aotearoa 09 • Working with Muslim Communities • Diversity Forum 2009
2008	<ul style="list-style-type: none"> • New Zealand Chinese Association Leadership & Development Conference • Museums Aotearoa 08 • 21st Century Art Conference • Diversity Forum 2008
2007	<ul style="list-style-type: none"> • 1st New Zealand Hindu Conference • Banana Conference (Chinese New Zealanders) • Communicating with Confidence • Managing Difficult People Workshop • Treaty of Waitangi Workshop • Harassment Prevention Training • Understanding Accounting (28th February 2007)
2006	<ul style="list-style-type: none"> • Banana Conference (Chinese New Zealanders) • Maori Values Training
2005	<ul style="list-style-type: none"> • Banana Conference (Chinese New Zealanders)
2003	<ul style="list-style-type: none"> • Chinese Social Work Conference – “Working with Chinese” • Healthy Women – National Health Promotion Training

INFORMATION TECHNOLOGY SKILLS

- point, Access, Project, Word, Excel and Outlook Power-
- hop Photos
- formatting PDF

LANGUAGE SKILLS

- English – Fluent
- Chinese (Mandarin & Cantonese) – Fluent
- Japanese – Basic
- Spanish – Basic

INTERESTS & HOBBIES

- Dance
- Travel
- Reading
- Performing Arts and Visual art

SKILLS AND COMPETENCIES

Skills	
Advisory and Support	<ul style="list-style-type: none"> • Provide audience development advice to Auckland Theatre Company, ArtSpace and Auckland Festival 2011. • Supported local artists and overseas Chinese artists in funding applications and exhibition development • Provided advisory role at the Auckland Museum on Asian and migrant communities and events • Provided curatorial support for <i>Once Upon A Time in Asia</i> (Asia New Zealand Foundation Young Leaders Forum 2010), <i>Photographic Exhibition</i> (Hong Kong Festival 2010), <i>Loli-Pop</i> (Auckland Museum) • Promote and advocate for bilateral arts and cultural exchange between New Zealand and Asia.
Community Engagement	<ul style="list-style-type: none"> • Providing settlement information to more than 4000 clients per year. • Raised issues and needs amongst the migrants and refugees to appropriate service providers, local/central government agencies, community group, institutions • Designed and developed information workshops for newcomers and returning expat New Zealanders. • Work closely with other Settlement Support Coordinators in the Auckland Region to develop a regional response to newcomers' needs. • Provide information and raising awareness about settlement needs to other service providers through workshops, presentations and monthly newsletters.
Project Management and Events Management	<ul style="list-style-type: none"> • Project managed and organised Local Settlement Meetings which addressed issues relating to new migrants, refugees and expatriate New Zealanders. • Project managed Chinese Business Consultation Meeting for New Zealand Trade and Enterprise • Strategically developed, project managed, coordinated and seek funding opportunities for temporary exhibition <i>Loli-Pop: a Downtown Auckland View on Japanese Street Fashion</i>, which aims to target young and Asian audiences through understanding their needs and wants. • Project managed and assist the development of events such as Hong Kong Festival (2010, 2011), Chinese New Year Festival and Market Day (2010, 2011), Yip's Children Choir (2010), New Zealand Diversity Forum (2007), Taste of Japan (2009, 2010), <i>Viva Eclecticica</i> (2009)
Academic Research	<ul style="list-style-type: none"> • Article on engaging with Asian Aucklanders on yumcha.com.au (2010) • Report on Auckland Museum's panel discussion "Being a New Zealander", Asian Magazine, April 2008 • Chuang, B K Y and Hardy Bernal, K 2008. <i>'Loli-Pop' in Auckland: Engaging Asian Communities and Audiences through the Museum</i>. Sites: a journal of social anthropology and cultural studies, Vol 5 (2). • Invited as a guest speaker to Papakura Art Gallery's exhibition opening

	<ul style="list-style-type: none"> • Provide research findings to theatre company in London, UK • Presented research on audience development and Asian communities at <i>Diversity Forum 2008</i> and <i>Museums Aotearoa 2009</i>
Relationship Management	<ul style="list-style-type: none"> • Established and strengthened relationships with service providers, local government agencies, Members of Parliament, Consulate Generals and business community. • Established, maintained and strengthened relationships between Hong Kong and New Zealand's arts and cultural industry. • Ensure Auckland Museum has engaged with Asian communities through focus groups, targeted programmes, and collaboration with other agencies.

EMPLOYMENT AND COMMUNITY ENGAGEMENT HISTORY

Year	Title and Organisation
August 2011	<p>Sponsorship Coordinator, Auckland Art Gallery</p> <p><i>Responsibilities:</i></p> <p>Build, manage and extend productive and mutually beneficial relationships with current and potential corporate sponsors, that will maximise income through</p> <ul style="list-style-type: none"> • Deliver exceptional customer service to ensure positive feedback and return patronage • Manage corporate relationships and encourage additional commercial partnerships (e.g.: venue hire or corporate retail opportunities) • Ensure appropriate level of communication with sponsors • Develop ongoing communication channels with sponsors <p>Effective product and campaigns are achieved, that aligned to organisation strategy and plans through</p> <ul style="list-style-type: none"> • sponsorship opportunities • Seek, identify and recommend products to enhance sponsorship opportunities • Prepare, update and deliver proposals and sponsorship products to actively develop and sell sponsorship opportunities • Build and develop cross-Gallery working groups and key personnel <p>Develop and manage sponsorship contracts through</p> <ul style="list-style-type: none"> • Develop sponsorship contracts to ensure benefits are maximised and track delivery of contracted benefits to sponsors and the Gallery • Facilitate meetings with key sponsorship providers and senior management as required • Ensure that all opportunities are sought to communicate the Gallery's key messages through sponsors' channels <p>Financial and Reporting Management</p> <ul style="list-style-type: none"> • Monthly reports on activities and results • Develop business plans where necessary • Develop and provide reports on all leverage activities carried out for Sponsors and the Gallery <p>Team Work</p> <ul style="list-style-type: none"> • Ensure varied activities relating to sponsorship are communicated to relevant internal stakeholders and vice versa • Support internal stakeholders to ensure delivery of sponsorship

	<p>activities are met</p> <ul style="list-style-type: none"> • Support and advice internal stakeholders on and with relationship management and contacts where necessary • Support internal stakeholders to increase Gallery's public profile, brand identity, visitation and reputation and maximising major revenue streams • Ensure internal stakeholders are up-to-date with latest sponsorship and fundraising practices <p>Record Management</p> <ul style="list-style-type: none"> • Develop a system for recording and documentation • Record and document progress to assist on-going relationship management • Record and document market information to ensure informed decisions making
March 2011 – Current	<p>Committee Member, New Zealand Chinese Association</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Organise, project managed and promoted events and activities • Welcome official delegations for ACCC events
March 2011 – Current	<p>Member of Ethnic People's Advisory Panel, Auckland Council</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Chair of Ethnic Youth Committee and member of Communication, Engagement and Advisory Committee • Provide focus on strategic and regional issues related to ethnic people in Auckland. • Identify and communicate the interests of Auckland's ethnic communities to inform council strategies, policies, plans and bylaws. • Advice on the most appropriate way to engage with ethnic people.
October 2010 – Current	<p>Director – Sponsorship, Hong Kong Festival</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Source sponsorship and partnership opportunities • Ensuring the programme is aligned with strategic plan • Ensure the Festival is aligned to government (Hong Kong and New Zealand) policies and strategic goals. • Build and maintain relationships between government agencies, government funded agencies, professional bodies from Hong Kong and New Zealand.
August 2010 – August 2011	<p>Mentor, Omega</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Assist new migrants to navigate their job search process • Share knowledge and industry about the industry and the Kiwi work culture • Assist mentee to identify skills required by market demands • Assist mentee to align CV content to sector requirements • Assist mentee to proceed with accreditation or skills upgrading • Gather information on local industries and employers • Assist mentee to prepare for interview process

	<ul style="list-style-type: none"> Identify and seize employment or job training opportunities Assist mentee to build a professional network
October 2009 – Current	<p>Committee Member and Secretary, Auckland Chinese Garden</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> Organise and project manage development of Auckland's Chinese Garden Provide Chinese language support Liaise with delegates from China Provide administrative support Provide translation support
September 2009 – Current	<p>Secretary, Committee Member, Secretary – Chinese, Event Assistant – Chinese New Year Festival and Market Day</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> Provide Chinese translation and support Provide PR and communication support Organise, project managed, promoted Chinese New Year celebration event Host official delegations Organise Chinese New Year celebration event Welcome official delegations for ACCC events Assistant Event Organiser – Chinese New Year event Provide PR and communication support to Chinese New Year event Compile quarterly newsletter
April 2009 – December 2011	<p>Director, Loli-Pop Consulting</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> Provided advice to art organisations and artists on Auckland's Asian communities in Auckland and overseas Provide advice in audience development and marketing to Asian Aucklanders Provided cultural support to community organisations Provided event management and project planning Provided translation services Promote and link arts and cultural organisations from Asia with New Zealand
August 2008 – July 2011	<p>Settlement Support Coordinator – Auckland City, Auckland Regional Migrant Services (<i>New Zealand</i>)</p> <p><i>Responsibilities:</i></p>

	<ul style="list-style-type: none"> • Provide information and support for migrants, refugees, recently returned expatriate New Zealanders and their families • Identify local settlement needs and issues and feed into national and regional planning for further development of the New Zealand Settlement Strategy and Auckland Regional Settlement Strategy • Provide local settlement plans that reflect local settlement needs, identifies gaps and eliminates duplication in services that support settlement
September 2007 – Current	<p>Member of Young Leaders Network, Asia New Zealand Foundation</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Assisted with the organisation of Japan Festival, Wellington 2009 • Interviewed by Asia Downunder, TVNZ • Chief Curator for project <i>Once Upon a Time in Asia</i>, St James Theatre, Wellington 2010
December 2000 – July 2011	<p>Medical Receptionist, Dr Tseung's Surgery</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Cashing-up and banking takings • Administrative support • Customer Services • Provide intermediate IT support
August – November 2010	<p>PR and Communication – Taste of Japan, New Zealand Japan Society of Auckland</p> <ul style="list-style-type: none"> • Public Relations and marketing • Exhibition Coordinator <p><i>Reason for Leaving:</i> Short Term Contract</p>
August 2010	<p>Participant of Dragon100 Young Chinese Leaders Forum, The Dragon Foundation (Hong Kong)</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • participate in the forum • represent New Zealand at formal diplomatic event
May – August 2010	<p>Event Coordinator – New Zealand Chinese Association</p> <ul style="list-style-type: none"> • Provide administrative support • Provide advice and support on event planning and management • Provided translation support <p><i>Reason for Leaving:</i> Short Term Contract</p>
April 2010 –	<p>Event and Project Manager, Hong Kong Festival</p>

<p>October 2010</p>	<p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Project and event managed premiere and opening event • Curated photographic exhibition • Provided PR and marketing support <p><i>Reason for Leaving:</i> Internal transfer</p>
<p>August – November 2009</p>	<p>Event Organiser – Taste of Japan, New Zealand Japan Society of Auckland</p> <ul style="list-style-type: none"> • Organised, project managed and plan fashion show • Artist Liaison – Coordinated and assist performers • Ensure performers received appropriate hospitality • Interviewed by New Zealand Herald • Interviewed by Central Leader and Auckland City Harbour News • Organised fashion show with over 40 performers <p><i>Reason for Leaving:</i> Short Term Contract</p>
<p>March 2009 – September 2010</p>	<p>Committee Member, New Zealand Asia Association</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Provide PR and Communication support • Host official delegations • Provided PR and Communication support • Hosted official delegations • Ensure ran smoothly <p><i>Reason for Leaving:</i> Short Term Contract</p>
<p>February 2009</p>	<p>Sound Technician Assistant – Chinese New Year Festival and Market Day, Auckland Chinese Community Centre Inc.</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Act as an interpreter between Sound Technician and performers • Provide technical assistant • Provided excellent technical assistant to Sound Technicians • Provided excellent communication between Sound Technician and performers <p><i>Reason for Leaving:</i> Short Term Contract</p>
<p>April 2008 – April 2009</p>	<p>Arts Ambassador Coordinator, Creative New Zealand, Massive Company, The Edge and Oryza Foundation for Asian Performing Arts</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Source and identify Asian and

	<p>young ambassadors through existing network.</p> <ul style="list-style-type: none"> ambassadors Train, support and manage <i>Ambassador Pilot Scheme</i> Further develop the <i>Arts</i> Attend events with ambassadors <p><i>Reason for Leaving:</i> Short Term Contract</p>
February 2008	<p>Volunteer – Lantern Festival, Asia New Zealand Foundation</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> performers Artist Liaison – Coordinate and assist international hospitality Ensure international artists received appropriate <p><i>Reason for Leaving:</i> Short Term Contract</p>
April 2005 – July 2008	<p>PA to Head Public Programmes, Auckland War Memorial Museum</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> completed on time Ensure projects and reports are Programmes Research on behalf of Head Public activities (e.g.: 2007 Diversity Forum) Project manages events and stakeholders Liaise with internal and external internal and external events. Provide event management to both Provide administrative support <p><i>Reason for Leaving:</i> Redundancy</p>
December 2004 – April 2005	<p>Retail Assistant, Auckland War Memorial Museum</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> merchandise Manage and order stock and Cashing-up and banking takings Supervise staff Provide backup support to staff <p><i>Reason for Leaving:</i> Internally transferred to another department</p>
March 2004 – March	<p>Volunteer – Marketing and Visitor Programmes</p> <p><i>Responsibilities:</i></p>

2005	<ul style="list-style-type: none"> • media clippings • Compile reports for each exhibition • Project manage programmes • Developed and project managed 2005 Chinese New Year Visitor Programmes <p><i>Reason for Leaving:</i> Full-time opportunity</p>	Produce Director's Reports on
February – December 2004	<p>Café Manager, BB's Café and Bake</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • merchandise • • • • manage difficult people <p><i>Reason for Leaving:</i> Full-time opportunity</p>	<p>Manage and order stock and</p> <p>Cashing-up and banking takings</p> <p>Supervise staff</p> <p>Provide backup support to staff</p> <p>Provided customer services and</p>
March – September 2003	<p>Health Promoter, BreastScreen Auckland and North</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • groups • migrants and refugees groups • behalf of BreastScreen Auckland and North <p><i>Reason for Leaving:</i> Further studies</p>	<p>Liaise with migrants and refugees</p> <p>Develop and plan programmes for</p> <p>Provide marketing support on</p>

REFERENCES

Name	Contacts
Len Brown	Mayor of Auckland len.brown@aucklandcouncil.govt.nz
Chris Saines	Director Auckland Art Gallery Cnr Kitchener and Wellesley Street +64 9 307 7708 chris.saines@aucklandcouncil.govt.nz
Felix Lee	President Hong Kong New Zealand Business Association PO Box 4294, Shortland Street, Auckland, New Zealand +64 27 280 1578 felix.lee@asb.co.nz
Lawton Hakaraia	Management Advisor HR Dynamics +64 21 057 5802 hrdynamics@xtra.co.nz

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