

## Director of International Partnership, Development and Programme Management

### About the position

Reporting to Executive Director & Chief Curator, the Director of International Partnership, Development and Programme Management is responsible for setting up, implementing, and executing dynamic and strategic partnerships with the objective to build a network of curatorial programmes as well as of diversified sources of funding and sponsorships for CHAT, and for managing CHAT's curatorial programmes with international partners including but not limited to vetting and drafting of exhibition proposals and contracts, monitoring exhibition schedules and budgets. Coordinate multiple teams' effort to ensure the timely and successful delivery of curatorial programmes.

### Job duties

The Director of International Partnership, Development and Programme Management is expected to:

- proactively identify, cultivate and solicit fundraising targets, develop and implement strategies and plans for fundraising for CHAT's global curatorial programmes;
- define and build the solid relationship with international institutions and/or organisations to collaborate for CHAT's curatorial programmes;
- conceive and implement supporters' programme and/or events, communicating with individual supporter and group;
- engage and collaborate with CHAT team to determine funding needs and prioritise in implementing CHAT fundraising strategy;
- maintain a database of donors, sponsors and collaborators of global partnerships;
- prepare sponsorship agreements, donation agreements, pitch books and presentation materials to support the CHAT's communication with its sponsors and donors;
- responsible for all sponsor/donor correspondence and deliverables that are related to sponsorship and donation programmes;
- be a spokesperson to represent CHAT in international networking events;
- devise business strategies to enhance the growth, reputation and further the mission of CHAT;
- work closely with internal and external partners, coordinate all aspects of the delivery of individual exhibitions and related events and programmes;
- liaise with CHAT Team including curatorial team and production team as necessary during all stages in the planning, organisation and delivery of specific projects to ensure good information flow and smooth delivery of curatorial programme;
- with curatorial team, oversee exhibit lists, shipping schedules, (de-)installation schedules, display requirements and security provisions in account of contractual obligations, internal guidelines and administration procedures;
- schedule and lead regular meetings and ensure that action points and progress are met according to the timeline and budget;
- with curatorial team, prepare and monitor curatorial programme budgets with Curators;
- supervise subordinates or interns in curatorial programme management team;
- manage external relationships with freelancers, designers and exhibition partners, drafting, negotiating and managing contracts as appropriate;
- assist in the development of curatorial plan;
- with curatorial team, prepare project progress reports for senior management, stakeholders and funders;
- prepare external funding applications and reports required by funders;
- perform other necessary ad hoc job duties.

**You should have/be:**

- more than 8 years' experience in related field and at least 3 years' experience in senior managerial role;
- Master's degree in History of Art, Museum Studies, Cultural management or related fields and disciplines;
- passionate about arts and culture and enthusiastic about art exhibitions, art education and outreach programmes;
- experience of managing complex curatorial programmes in the museum and cultural sector, from concept to completion;
- experience of external relationship management, drafting and negotiating complex partnership agreements;
- experience of managing staff and the ability to lead and manage team to be good team players;
- significant and demonstrable project management skills including scheduling, timeline management, budget and risk management;
- ability to maintain a flexible approach when working under pressure and to manage several projects concurrently;
- must have excellent, demonstrated written, oral, interpersonal and communication skills;
- enthusiastic individual with creative energy and self-initiative;
- meticulous attention to details; strong diplomatic and negotiation skills;
- proficiency in PC and strong knowledge in Microsoft Word, Excel, PowerPoint;
- flexible and willing to work overtime and weekends at times, especially during peak seasons in preparation for exhibition openings;
- ability to display initiative, provide creative solutions;
- possess strong interpersonal skill and ability to effectively communicate with a wide range of individuals and constituencies in a diverse community;
- excellent organisational and communication (both oral and written) skills in English and Chinese (Putonghua and/or Cantonese).

**APPLICATION FOR THIS POSITION**

**Qualified candidates should email their cover letter, CV, expected salary and name of 2 references with contact information to [hr@mill6chat.org](mailto:hr@mill6chat.org) by 31 Jan 2022.**

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** after application deadline may consider their applications unsuccessful.*

**Important Notes**

Centre for Heritage Arts and Textile ("CHAT") is a Temporary Places of Public Entertainment ("TPPE") licensed premise and we abide by the HKSAR government-maintained measures under the Prevention and Control of Disease - Requirements and Directions (Business and Premises) Regulation Cap. 599F. Upon employment by Mill 6 Foundation Limited that operates CHAT, staff is expected to comply with the government stated vaccination or testing requirement and/or other requirements of the company.