

Manager of Curatorial Programme Management

(Candidates with less experience may be considered for the post of **Assistant Manager of Curatorial Programme Management**)

About the post

Report to Director of Curatorial Programme Management, the Manager of Curatorial Programme Management will be responsible for executing and organising CHAT's exhibition and seasonal programmes plans 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 exhibitions.

Main Duties

The Manager of Curatorial Programme Management is expected to:

- work closely with Executive Director & Chief Curator, curatorial team and production team, as well as other internal and external partners, coordinate on all aspects of the realisation of individual exhibitions and related events and programmes;
- liaise with CHAT Team as necessary during all stages in the planning, organisation and delivery of specific projects to ensure good information flow and smooth delivery of each exhibitions;
- prepare and oversee exhibit lists, shipping schedules, (de-)installation schedule, display requirements and security provisions. Make sure the arrangement and schedule to meet contractual obligations and internal administration procedures;
- schedule and lead regular meetings and ensure that action points are met and exhibitions progress according to the timeline and budget;
- prepare and monitor exhibitions and seasonal programmes budgets with Curators;
- monitor the data in the Collection Management System to ensure exhibitions related information is accurate, up-to-date and is recorded in a timely and professional manner;
- supervise the subordinates or interns in exhibition management team;
- manage external relationships with freelancers, designers and exhibition partners, drafting, negotiating and managing contracts as appropriate;
- assists in the development of curatorial planning;
- prepare project progress reports for senior management, stakeholders and funders;
- support the preparation of external funding applications and assist in preparing reports, funding applications and grant claims;
- perform any other ad hoc job duties.

Requirements

- Bachelor's degree required in Fine Arts, Cultural management or related fields and disciplines.
- At least 5 years' experience in related field and at least 2 years' experience in managerial role.
- Experience in managing complex exhibition projects in museum, from concept to completion.
- Experience in external relationship management, drafting and negotiating complex partner agreements.

- Experience in managing staff and the ability to lead and manage a team.
- Significant and demonstrable project management skills including time management, budget and risk management.
- Ability to maintain a flexible approach when working under pressure and to manage several projects concurrently.
- Excellent, demonstrated written, oral, interpersonal, and communication skills.
- Creative ability to work across disciplines.
- Good team player, enthusiastic with creative energy and self-initiative.
- Meticulous attention to details.
- Proficiency in PC and strong knowledge in Microsoft Word, Excel, PowerPoint.
- Flexible and willing to work overtime or irregular hours at times, especially during peak seasons in preparation for exhibition openings.

TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to 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 Note

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.