

Manager - Curatorial Programme Management

Job Description

Reporting to the Executive Director & Chief Curator, the Manager of Curatorial Programme Management is responsible for:

- working closely with curatorial team, production team, as well as other internal and external parties, to coordinate on all aspects of the realisation of individual exhibitions, and related events and programmes;
- liaising with CHAT Team as necessary during all stages in the planning, organisation and execution to ensure good information flow and smooth delivery of each programme and exhibition;
- preparing and overseeing exhibit lists, shipping schedules, (de-)installation schedule, display requirements and security provisions to ensure arrangements fulfil the contractual obligations and comply with internal administration procedures;
- scheduling and leading regular meetings to ensure action points are met and exhibitions progress according to the timeline and approved budget;
- preparing and monitoring seasonal exhibitions and programmes budgets with curators;
- managing external relationships with freelancers, designers, and exhibition partners by drafting, negotiating, and managing contracts as appropriate;
- assisting in the development of curatorial programme;
- preparing periodic updates or progress report on exhibitions and programmes for senior management and stakeholders; and
- performing other ad hoc duties.

Qualifications and Attributes

- Bachelor's degree in cultural management or related fields and disciplines
- At least 10 years of experience in related field and at least 2 years in managerial role; candidates with less experience would be considered as Assistant Manager
- Experience of managing complex exhibition projects in the museum and cultural sector, from concept to completion
- Experience in external relationship management
- Significant and demonstrable project management skills including scheduling and time management, budgeting, contract negotiation and monitoring, and risk management
- Ability to maintain a flexible approach when working under pressure and to manage multiple projects concurrently with meticulous attention to details
- Excellent written, verbal, interpersonal and communication skills in both English and Cantonese
- Creative ability to work across disciplines
- Good team player, enthusiastic with creative energy and self-initiative
- Passionate to bring up a young art and culture institution

- 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 or 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 19 Feb 2023.

*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.