

## Director – Curatorial Programme Management

### Job Description

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

- supervising and managing the realisation of curatorial programmes, including the programme content, design, production, publication as well as special programmes;
- acting as the focal contact point and taking the lead on all aspects to ensure smooth delivery of exhibitions and programmes by working closely with all parties to monitor the schedule and progress of the projects, manage production and logistic contractors;
- assisting in the development of sustainable programmes addressing the needs of different stakeholders;
- working with Finance Team to ensure exhibitions and programmes are produced within the approved budget and in compliance of company policies and government regulations;
- Supervising and monitoring the line-process of the curation and development of CHAT Shop merchandises;
- assisting in the acquisition of contemporary artworks and maintenance of collection registry; and
- providing periodic updates or progress report on exhibitions and programmes for stakeholders.

You should have/be:

- Master's degree in fine arts, cultural management or related fields and disciplines.
- At least 10 years of experience in related field and at least 4 years in managerial role.
- Extensive experience of managing complex exhibition projects in the museum and cultural sector, from concept to completion.
- Excellent team player to find the solutions to challenging tasks .
- Passionate to bring up the young art institution.
- Experience of line-managing staff and the ability to lead and manage teams.
- 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 Chinese and able to communicate effectively at all levels.
- Creative ability to work independently across disciplines.
- Attentive to the details in official documents and publication.
- Enthusiastic with creative energy and self-initiative.
- Proficiency in PC and strong knowledge in Microsoft Word, Excel and PowerPoint.
- Flexible and willing to work overtime and on holidays/ weekends 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](mailto:hr@mill6chat.org) by 19 May 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.*