

## **Officer – Curatorial Programme Management**

### **Job Description**

Reporting to the Manager of Curatorial Programme Management, the Officer of Curatorial Programme Management will be 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;
- coordinating with CHAT Team and assisting in the planning, organisation and execution to ensure good information flow and smooth delivery of each programme and exhibition;
- assisting in 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 regular meetings to ensure action points are met and exhibitions progress according to the timeline and approved budget;
- assisting in account keeping for seasonal exhibitions and programmes budgets;
- assisting in drafting and managing contracts as appropriate;
- supporting liaison with external parties such as freelancers, designers, exhibition partners and artists;
- supporting the development and execution of curatorial programme;
- preparing periodic updates or progress report on exhibitions and programmes for senior management and stakeholders;
- working closely with the Editor on supporting editing, proofreading and translation of curatorial and promotional materials;
- assisting in curatorial administrative works such as visa application, travel arrangements, pre-approval paper works, payment related arrangements; and
- performing other ad hoc duties.

### **You should have/be:**

- Bachelor's degree in Cultural Management or related fields and disciplines;
- minimum of 3 years related work experience;
- 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; and
- 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](mailto:hr@mill6chat.org) by 15 Mar 2024.**

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