

OPPORTUNITIES > National Gallery Singapore - 2 management job opportunities

DEADLINE
04 DEC 2017

National Gallery Singapore - 2 management job opportunities



Assistant Manager/Manager/Senior Manager (Programmes) – 2 positions advertised. In this full-time role, working under the direction of the Assistant Director (Programmes), the candidate will be responsible for developing programmes that enable the **National Gallery Singapore** to reach a broad-based audience, with a focus on families, youth and non-traditional museum going audiences.

The candidate will be part of a team that develops, implements and oversees the Gallery's programmes, community events and festivals in collaboration identified within the Gallery's partnership network. The candidate will be part of the dynamic Programmes team under the Audience Development and Engagement division, to develop strategies and grow community partnerships to help increase public familiarity with the Gallery's identity, mission, and services, with the goal of bringing the non-traditional museum going audiences into the Gallery.

PRINCIPAL ACCOUNTABILITIES

- Generate programme ideas for different audience segments.

- Engage in research on current programming trends and cross-disciplinary artistic practices in Singapore, Southeast Asia and beyond.
- Function as creative producer and contribute to the content development of the Gallery's peak and regular programmes.
- Plan, coordinate, deliver and evaluate an integrated programme of events and learning programmes for changing exhibitions to reach a broad-based audience.
- Supervise a volunteer/internship programme for the implementation of outreach programmes to further the effectiveness and reach of the museum, as well as "invite the community into" the Gallery.
- Work with other internal divisions like the Curatorial, Collections and Exhibitions as well as Partnership Development and Marcoms to provide content to maximise opportunities for programme content development, partnership and promotion respectively.
- Develop and implement (with a support team) interesting, educational and fun programmes to engage the community and non-traditional Gallery audiences, and driving increased visitor figures
- Contribute to Gallery's audience database for relationship building through updated communication of programmes and initiatives.
- Conduct on-going evaluation of the programmes and services and implement improvements as necessary.

REQUIREMENTS

- 3-5 years of direct experience in working across a variety of art forms and contexts, with relevant work experience in arts/festival related portfolio. Preferably with some network in Singapore, Southeast Asian and international art scene.
- Capacity to develop creative ideas and engage in research. A strong background and passion for a variety of art forms, including visual, new media, performing and interdisciplinary, and a demonstrable ability to organise, produce and deliver arts program as well as ability to work and manage artist from across disciplines.
- Have direct experience with the processes required to plan, identify, develop, produce and present/install artworks in a variety of art venues,

including galleries, theatres, and non-traditional spaces, and have experience working with artists to achieve their potential and project objectives • Understanding of audience segments and relationships with community partners is essential.

- A team player who is resourceful, hands-on, detail oriented and able to manage multiple projects simultaneously.
- Possess cultural sensitivity and understanding for diverse communities.
- Possess excellent interpersonal, communication and presentation skills to a broad audience base.
- Willing to work on evenings, weekends and/or public holidays.
- Good sense of humour, positive and can-do attitude.
- Good working knowledge of Microsoft Office Suite is essential.
- Keen interest in the arts, heritage and museum field.

Please send your detailed CV to careers@nationalgallery.sg. We regret that only shortlisted candidates will be notified.

Deadline for applications: 4 December 2017

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