



ABOUT NATIONAL GALLERY SINGAPORE

UNVEILING MODERN SINGAPORE AND SOUTHEAST ASIAN ART

National Gallery Singapore is a visual arts institution which oversees the largest public collection of modern art in Singapore and Southeast Asia. Situated in the heart of the Civic District, the Gallery is housed in two national monuments—City Hall and former Supreme Court—that have been beautifully restored and transformed into this exciting venue.

Reflecting Singapore’s unique heritage and geographical location, the Gallery features Singapore and Southeast Asian art from Singapore’s National Collection in its long-term and special exhibitions. The Gallery also works with international museums to jointly present Southeast Asian art in the global context, positioning Singapore as a regional and international hub for the visual arts.

In 2016, the Gallery won the awards for “Best Attraction Experience”, “Breakthrough Contribution to Tourism” and “Best Customer Service (Attractions)” at the prestigious Singapore Tourism Awards for its role in adding to the vibrancy of Singapore’s tourism landscape.

Assistant Manager (Business Development)

PURPOSE OF JOB

- To develop business opportunities for the gallery
- To generate income from venue rental, bespoke event experience and other product offerings in support of the long-term financial sustainability of the Gallery
- To manage and foster long-term relationship with existing clients and new prospects
- Supporting footfall target

RESPONSIBILITIES

- Identify and canvassing potential leads and opportunities from the Corporate sector.
- Manage enquiries on Gallery’s venue rental packages, including providing professional advice on bespoke event experience and other new businesses such as corporate workshops, tour packages.
- Manage, support clients including preparation of required paperwork for venue bookings and the processing and settlement of payments
- The incumbent is the primary Client liaison and accountable for all project deliverables
- Execute sales strategies that are aligned to achieving targets

- Coordinate with the Events Management team to provide the necessary event support & services to the hirers
- Any other duties assigned by Head of Department or Team lead as part of the Business Development team.

REQUIREMENTS

- At least 2 years of experience in sales/marketing for Corporate Sector. Experience in venue sales or related industry such as events, attractions and/or Interior design, arts will be an advantage.
- Good interpersonal skills with strong ability in client management
- Willing to cold call on prospects or sales leads
- Strong prospecting skills and commercial acumen
- Ability to cross-sell, engage key decision makers and equipped with good closing skills
- Strong analytical and presentation skills

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