



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.

Senior Manager/Manager/Assistant Manager (Programmes) – 1 year contract

In this contract position, working under the direction of the Assistant Director (Programmes), the candidate will be responsible for developing programmes that enable the National Gallery Singapore’s 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.

RESPONSIBILITIES

- 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.
- Project manage and ensure timely delivery of programmes and within budget, including drawing up a detailed project timeline, budget tracking and weekly project progress updates
- Prepare all relevant documents for project procurement for programme delivery
- Prepare post-implementation report incorporating survey findings on project's impact.

REQUIREMENTS

- 3-5 years of relevant work experience, preferably in arts/festival related portfolio. *
- Capacity to develop creative ideas and engage in research.
- Strong background in the visual arts, new media, performing arts (music, dance, theatre) and/or interdisciplinary art practice is essential.
- Preferably with some network in Singapore, Southeast Asian and international art scene.
- Ability to work and manage artist from across disciplines.
- Understanding of audience segments and relationships with community partners is an advantage.
- A team player who is resourceful, hands-on, detail oriented and able to manage multiple projects simultaneously.
- Must possess cultural sensitivity and understanding for diverse communities.
- Must have excellent interpersonal, communication and presentation skills to a broad audience base.
- Must be able to work 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.

* Appointment will be dependent on your experience. There is currently 1 vacancy open for application.

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