



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 Executive / Assistant Manager (Collections Development)

The candidate will be part of the Collection Development unit, which oversees the acquisition of artworks through donation and purchase as part of a continual effort to build and enrich the National Collection for which the Gallery is a key presenting and collecting institutional agent.

The candidate’s key scope will contribute towards undertaking and facilitating processes for artwork donations, donor stewardship and engagement activities. S/he will also be expected to cover across duties within the Collection Development team and to work closely with internal and external stakeholders as well as the National Heritage Board.

KEY RESPONSIBILITIES

- Manage the administration of artwork donations and acquisitions, including but are not limited to the preparation of approval paperwork, legal agreements, quarterly reports, donor acknowledgements and appreciation, donation tax deduction applications, procurement of artwork appraisals and communication with donors/vendors/stakeholders for the collection and delivery of artworks for accessioning into the National Collection.
- Ensure that donation and acquisition processes and documentation requirements are adhered to in accordance with institutional ethics, audit standards and guidelines.

- Maintain updated system records on donors and donations, ensure accurate donor credit acknowledgements, manage and track artwork donation proposals as well as monitor case progress.
- Work with external vendors and third-party agencies including government-linked institutions, art specialists and service providers, vendors and donors
- Assist in artwork donor engagement, CRM and cultivation activities in addition to donor communications and administering donor acknowledgements and appreciation.
- Conduct research on assigned topics relating to museum collections, policies and best practices related to artwork donations and acquisitions.
- Handle ad-hoc assignments as and when required, including secretarial duties for meetings.

REQUIREMENTS

- A bachelor's degree is preferred. A diploma holder with relevant experience may be considered
- Keen interest in visual arts and museum sector
- A team player who is responsible, organised, detail-oriented and able to multi-task
- Possess interpersonal and communication skills
- Preference will be given to those with some relevant experience
- Proficiency in Microsoft Office Suite
- Proficiency in a second language will be an advantage

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