



## **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.

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## **Senior Executive (Event Management)**

The candidate will join the dynamic Audience Development and Engagement team in supporting the events and programmes in the Gallery. The Senior Executive (Event Management) will work closely with the Gallery Event Management team to support, facilitate and implement necessary measures to lead up to a successful implementation of events and programmes in the Gallery.

### **RESPONSIBILITIES**

- Undertake and prioritize the day to day tasks that will ensure the implementation and smooth running of events held in the Gallery
- Pitching, planning, coordinating and executing various events for internal and external organizers
- Work with internal divisions and external hirers to ensure all event requests including but not limited to logistics and facilities infrastructure provision are met with
- Attend site recce with event organizers and vendors for feasibility studies and provide advice on suitable setup based on the existing infrastructural provision

- Responsible for overseeing setup, conducting pre and post event inspection of venue spaces and providing support for ad-hoc request and emergency response on site
- Handle ad-hoc assignments as and when required including secretarial duties for meetings and administrative works

## **REQUIREMENTS**

- Minimum 3 year of relevant experience in event management, preferably in a visual or performing arts related portfolio
- A team player who is resourceful, hands-on, detail-oriented, meticulous and able to manage multiple projects simultaneously
- Must have positive attitude and excellent interpersonal, communication skills and organizational skills.
- Must be able to work nights, weekends and in accordance to operational schedules when needed
- Good knowledge on Microsoft Office Suite is essential

Please send your detailed CV to [careers@nationalgallery.sg](mailto:careers@nationalgallery.sg). We regret that only shortlisted candidates will be notified.