

STPI
Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Senior Executive (Outreach & Engagement)
Job Level	
Department	Outreach & Engagement
Reporting To	Lead Instructor (Outreach & Engagement)
Subordinate(s) (if applicable)	NA

Overall Job Objectives:

- To provide strong administrative & logistical support in all programmes and activities developed for outreach and engagement
- To support Lead Instructor in establishing and maintaining robust relationships with key stakeholders including cultural institutions, public organisations, private organisations etc
- To manage all scheduling needs for free/paid workshops, programmes and activities that would involve the use of the guest studio & lead instructor's involvement (includes any teaching engagements, leading of workshops, docent briefings etc)

Overall job scope

- Facilitate in the planning and execution of STPI's programme offerings including:
 - Guided tours of Exhibitions and Creative Workshop
 - Hands-on Workshops
 - Annual Open House
 - External outreach programmes and collaborations
 - VAC Joint Education Initiatives
- Establish and maintain new & existing partnerships with schools, institutions, organisations and associations for various programmes & activities spearheaded by STPI
- Working with Lead Instructor, liaise and manage STPI's Friends of Museum (FOM) Docent Programme including scheduling of docent tours, planning for ongoing docent trainings for each exhibition
- Provide logistical and administrative support for all outreach & engagement programmes targeted at different market segments & audiences which includes, but not limited to:
 - Film Screenings
 - Public & corporate workshops
 - Panel Discussions
 - Performances
 - Exhibition-related public/private events
- Manage administrative matters for Outreach & Engagement team including tracking of visitorship numbers, scheduling of programmes and activities, finance-related processes etc

Job Qualifications:

- A Bachelor's Degree with at least 2-3 years of relevant work experience
- Passion for art and exposure to the art world will be an added advantage
- Strong team player with ability to work in collaborative settings
- Resourceful, detail-oriented with ability to manage multiple projects/tasks simultaneously
- Possess excellent interpersonal, communication and presentation skills, including writing
- Fluent in English and one other language
- Team player
- Ability to work on weekends when necessary
- Proficient in Microsoft office tools (word, excel, ppt)