

STPI
Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Director (Exhibition Programming & Content Development)
Department	Gallery
Reporting To	Executive Director
Subordinate(s) (if applicable)	Content Development Team

Overall Job Objectives:

Reporting to the Executive Director (ED), the incumbent will be working closely with the ED and Senior Management team to establish priorities and plans for exhibition programming and content development which will effectively align the pipeline of VAP residency programme. The Director will also be a key member of the Senior Management team.

The Director is expected to conceive and develop strategies for the content development unit, lead the long-range planning for gallery's exhibitions -focused initiatives and activities, overseeing the positive growth of this unit.

Core Responsibilities:

Exhibition Programming

- Together with Executive Director, identify potential VAP artists who possess qualities which STPI set out – artistic calibres and market status - as well as commercial viability of these programmes in view of exhibition planning
- Responsible for planning, organization and execution of high-quality exhibitions delivering key objectives aligned in the corporate work plan
- Build and maintain a network of professional relationships with artists, curators, collectors, and other specialists locally, nationally, and internationally
- Develop, implement and manage the department budget relating to exhibition and content including special projects taking place in and out of Singapore
- Consistently optimize and ensure smooth workflow for all exhibition and related projects, both in planning and implementation phases to be aligned with Master Calendar

Content Development

- Provide leadership and direction of content (exhibition, art fair & special projects relating to exhibitions in/out of Singapore), including coaching and performance management for the team
- Supervise and support curatorial team throughout the process of exhibition, publication, research, and programming proposal development and implementation
- Collaborate with other departments in conceiving and planning of all exhibition-related matters

Leadership:

- Management of Team including setting goals and provide support, strategies, feedback and guidance to the team, taking corrective action as needed
- Monitor team's development efforts, determine the capabilities required for the key areas within the team for succession planning

Job Specifications:

- Bachelor's Degree holder in Art History/ Museum Studies/related studies with at least 10 years of relevant work experience
- Minimum of 5 years' experience developing exhibition programming in a museum or gallery
- Any other certification in Business Administration or relevant courses are beneficial
- Able to demonstrate curatorial background would be an advantage
- Passion for art and wide exposure to the art industry
- Possess strong skill sets in problem solving, organizational planning and managing multiple priorities
- Possess exceptional interpersonal skills to build mutually beneficial relationships with artists and curators
- Team player who is resourceful, detail-oriented
- Availability to commit on occasional flexible working hours
- Additional spoken and written language is an added advantage

Key Deliverables:

- Comprehensive planning, execution and successful delivery of all exhibitions