

STPI

Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Senior Manager/Manager (Special Projects)
Department	Business Development
Reporting To	Director (Business Development & Communications)
Subordinate(s) (if applicable)	SE/AM/M, Special Projects

Overall Job Objectives:

Responsible for the successful execution of all special projects under Business Development including S.E.A. Focus, fundraisers etc. Support the Director in strategizing and implementing business development plans with the aim of expanding STPI's businesses beyond the confines of a traditional gallery.

Special projects management

- Overall responsible for special projects under Business Development which include S.E.A. Focus, fundraising activities, open house etc.
- Oversee the preparation of necessary administrative and financial documents relating to the appointment and management of 3rd party vendors, stakeholders etc. This includes negotiating of prices, tracking progress of the work, ensuring quality output etc specifically relating to logistics and operations for all special projects
- Manage, strategise and forecast budget allocation for each special project in particular S.E.A. Focus and future projects involving corporates, government agencies etc.
- Working with Director, manage the proposal writing and submission process especially with the involvement of government agencies
- Track, analyse and prepare reports relevant to project for internal review & submission to external business partners/government agencies
- Main liaison to stakeholders including consistent and timely communication to galleries, business partners etc
- Identify opportunities of improvement including but not limited to logistics and operational processes for the betterment of future projects and/or potential for future businesses
- Support the Outreach team on planning of special projects like Open House, free & paid workshops, public programmes and other such activities

Business development

- Working with the Director & VIP and strategic partnerships team, identify, establish and maintain relationships with corporate organisations, government agencies, institutions both local, regional and international with the long-term goal of creating opportunities for possible business collaborations, capitalizing on STPI's expertise & global art networks
- Work with Director on short and long-term business development strategies

Others

- Manage and nurture the growth & progress of junior team members/subordinate

Job Specifications:

- Bachelor's Degree in Business / Event Management / Art Management
- At least 10 -12 years' experience in events management, marketing and/or projects management
- Great communication skills with internal and external stakeholders
- Organised and meticulous
- Ability to be both strategic and details-oriented
- Familiarity with the visual arts scene in Singapore is an asset
- Must be a good team player with positive attitude
- Able to multi-task and work well under pressure