

STPI

Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Senior Manager / Manager (Planning & Development)
Department	Planning & Development
Reporting To	Director (Planning & Development)
Subordinate(s) (if applicable)	NA

Overall Job Objectives:

Support the Director to develop strategic plans and drive work planning for the organisation.

Core Responsibilities:

Planning

- Support annual work planning process (including Mgt and Board retreats), working closely with Management, Finance and all departments, to develop and align strategy across the organisation.
- Track implementation of priority projects & KPIs.
- Support Business Process Optimisation (BPO) and change management initiatives to facilitate improved business processes for Art fairs, Exhibitions and VAP engagement and production workflows.
- Prepare materials & provide Secretariat support to ED for Content & Curatorial Committee meetings relating to Visiting Artist Programmes (VAP), Art Fairs & STPI Collection.

Development

- Work with Outreach to grow partnerships with tertiary arts schools (e.g. NAFA, Lasalle, Yale School of Arts, etc) to ensure a pipeline of future talents/ printmakers to work in STPI / arts sector.
- Grow collaborations with VAC institutions to strengthen collaboration within the cluster.
- Explore partnerships with institutions/ non govt organisations that align with STPI's mission.
- Other projects as assigned

Job Specifications:

- Bachelor's Degree in Business, Arts and Social Sciences, or related cross disciplinary fields.
- At least 3-5 years of relevant working experience, preferably in corporate or strategic planning.
- Experience in Strategic Planning, Arts Management, Business Development or Relationship Management.
- Possess excellent communication, interpersonal and planning skills.
- Good attitude and positive mindset.
- Flexible; able to adapt to changes quickly.
- Strategic, out-of-the box thinker.