



Hong Kong Center

Founded in 1956 by John D. Rockefeller 3rd in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center is now looking for a high caliber candidate to join its Exhibitions Team, as part of its Arts and Culture initiatives of the non-profit educational organization.

REGISTRAR (CONTRACT)

Responsibilities:

- Report to the Head of Arts & Cultural Development;
- Working closely with the Exhibitions team to produce shows in the Chantal Miller Gallery and at Asia Society Hong Kong Center;
- Analyzing and interpreting loans, including preparing and reviewing budgets, contracts, shipping, and insurance terms;
- Coordinating the safe movement of exhibits and maintaining display requirements, exhibition environment, storage areas, and collection records with respect to condition and conformity to safety, security and insurance regulations, as well as contractual obligations and internal administration procedures;
- Managing exhibition administration including budget tracking, loan agreements, insurance certificates, exhibit checklists, image documentation, condition reports, purchase orders, and shipping logistics;
- Liaising with exhibit loaners, owners, sponsors, agents and third-party logistics including shippers, art handlers, conservators, curators, contractors, insurers, etc.;
- Overseeing the handling, packing, unpacking, installation, de-installation, movement and shipping of exhibits (Duties ensure exhibits are safely delivered, managed under agreed conditions and well documented throughout the entire loan lifecycle);
- Providing condition reports for exhibitions throughout loan period while regularly reviewing exhibits' condition, coordinating with conservators and reporting damages, deterioration and report to insurance companies/brokers;
- Working closely with Facilities, Events, and Membership teams in planning of exhibition daily operations including gallery maintenance and cleaning, visitor service and security, and special tours;
- Gaining knowledge of exhibits, both displayed in rotating exhibitions, public art and storage in terms of quantity, condition and location;
- Maintaining record of all documents stated above, ensuring that the information is easily retrievable;
- Staying current with the field; and
- Helping with ad-hoc duties as assigned to the Exhibitions Team.

Requirements:

- A university graduate B.A or B.F.A degree holder and a minimum of two years in a museum or cultural institution with exhibition installation and/or registrar experience;
- Proficiency in both written and spoken English and Chinese;
- Capacity to work on both individual, unsupervised projects and as a member of a small team;
- Ability to demonstrate a high-regard for the level of quality in completing specific requirements on time;
- Openness to learn with excellent communication and interpersonal skills; and
- Computer literate in Microsoft Office, including Excel and PowerPoint, proficiency with Adobe Creative Suite and/or collection management systems is a plus.

An attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating expected salary and date of availability to hrhk@asiasociety.org. Position is open until filled.

All personal data collected will be used for recruitment purposes only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.