



Hong Kong Center

Founded in 1956 by John D. Rockefeller 3<sup>rd</sup> 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 (“the Center”) is an affiliate of The Asia Society and is now looking for a high caliber candidate to fill the following position:

### Head of Gallery & Exhibitions (Contract)

#### **Responsibilities:**

- Report to the Executive Director;
- Responsible for exhibition programming and on-site public art installations;
- Develop annual plan(s) for exhibitions and arts & culture related programs that meet the Center’s business and mission priorities;
- Provide leadership, strategic vision and managerial oversight for the Gallery & Exhibitions team; interns and volunteers;
- Coordinate with artists, curator(s), lenders, vendors, and Asia Society New York headquarters on exhibition related matters ranging from initial loan requests to shipping arrangements, and ensure that all paperwork and arrangements are in place in a timely and cost-effective manner for each exhibition presented by the Hong Kong Center;
- Monitor costs and revenue pertaining to all exhibitions and related programs hosted by the Hong Kong Center;
- Manage and cultivate the Gallery Advisory Committee;
  - Collaborate with cross-department staff to produce exhibition related programs, marketing and press content, and special events
  - Work closely with the Development team to develop and implement effective fundraising strategies that meet operation objectives for exhibitions and related programs;
- Build and manage effective partnerships with all constituents, including donors, foundations, collectors and other specialists locally, nationally and globally who can support the development of art exhibitions and programs;
- Other ad-hoc assignments as required.

#### **Requirements:**

- Degree holder in Art History, Museum Studies or related disciplines;
- Minimum 8 to 10 years’ relevant working experience with a proven track record in leading and managing exhibition projects, and fundraising capabilities;
- Experience with traditional and contemporary art in all media, as well as new media;
- Advanced knowledge of, and experience in, museum curating research, and collection development;
- High-level cultivation and grant development experience;
- Ability to balance the creative and intellectual process of curating with administrative, financial and practical management duties;
- Excellent organizational, communication, and management skills;
- Excellent command of English and Chinese is an advantage;
- A self-starter who is committed, forward thinking, pro-active, possesses strong analytical, problem solving and leadership skills, and ability to work under pressure, self-motivated with a passion to excel.

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating date of availability, current and expected salary to [hrhk@asiasociety.org](mailto:hrhk@asiasociety.org) .

All personal data collected will be used for recruitment purpose 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.