

## **Senior Officer – Curatorial Programme Management**

### **Job Description**

Reporting to the Manager of Curatorial Programme Management, the Senior Officer of Curatorial Programme Management will be responsible for:

- overseeing and coordinating all aspects of the realisation of exhibitions and related events/programmes, working closely with curatorial team, production team, and other internal and external stakeholders;
- driving planning, organisation and execution of programmes and exhibitions to ensure seamless delivery and effective information flow across teams;
- managing exhibit lists, shipping schedules, installation/de-installation timelines, display requirements and security provisions to ensure compliance with contractual obligations and internal procedures;
- leading regular meetings to monitor timelines, budgets and action points, ensuring projects remain on track and within approved budget;
- monitoring and maintaining accurate account records for seasonal exhibitions and programmes budgets;
- drafting, reviewing and managing contracts with external parties;
- liaising with freelancers, designers, exhibition partners and artists to ensure smooth collaboration and delivery;
- supporting the development and implementation of curatorial programmes;
- preparing periodic progress reports and updates for senior management and stakeholders;
- regularly consolidating KPI updates and creating reports and summaries for internal review and strategic planning;
- collaborating with the Editor to ensure high-quality editing, proofreading and translation of curatorial and promotional materials;
- managing administrative processes such as visa applications, travel arrangements, pre-approval documents, and payment workflows; and
- performing other ad hoc duties as assigned.

You should have/be:

- Bachelor's degree in Cultural Management or a related discipline.
- minimum of 5 years of relevant experience, especially in programme or exhibition management, preferably in an arts or cultural institution.
- excellent written, oral, and interpersonal communication skills, with the ability to engage effectively across teams and stakeholders.
- a creative and collaborative mindset, capable of working across disciplines and contributing innovative ideas.
- a proactive team player with enthusiasm, self-initiative and problem-solving ability.
- meticulous attention to detail and strong organisational skills.

- proficiency in PC applications and advanced knowledge of Microsoft Word, Excel, PowerPoint.
- flexibility to work overtime or irregular hours particularly during peak periods and exhibition preparations.

#### **TO APPLY FOR THIS POSITION**

**Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to [hr@mill6chat.org](mailto:hr@mill6chat.org) by 31 Jan 2026.**

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** after the application deadline may consider their applications unsuccessful.*