

Gallery Booth Design and Administrative Coordinator Art Central

Role type: Full-time (six-month contract)

Language requirements: Cantonese, English and Mandarin

Salary: Based on experience

Hire date: Immediate

End date: 31 March 2026

Join a dynamic team in organising one of Asia's largest art events. Taking place annually on Hong Kong's iconic Central Harbourfront, Art Central attracts over 40,000 visitors to its six-day programme, which features 100 galleries from around the world.

Art Central Hong Kong seeks an enthusiastic and meticulously organised team player to join as Gallery Booth Design and Administrative Coordinator in preparation for Art Central 2026. Previous experience in exhibition design is required. Candidates can submit a CV and cover letter by email to careers@artcentralhongkong.com.

Key Responsibilities

- Collaborate with exhibitors to design professional booth layouts that adhere to the relevant guidelines and regulations
- Work closely with the Galleries Team to manage exhibitor administrative procedures, including badges, shipping, and artwork storage
- Liaise with and monitor the efficiency of communication between local logistics partners, booth construction partners, and exhibitors, in collaboration with the Galleries Team, Operations Team, and Curatorial Team
- Work closely with local booth construction partners regarding gallery booth orders and onsite booth construction.
- On-site support during build-up, duration of the Fair and breakdown
- Support the design of Special Programmes
- Assist with the research and analysis related to galleries and programmes

Essential Prerequisites

- Fluency in Cantonese and English, proficiency in Mandarin; excellent written Chinese and English language skills
- Minimum bachelor's degree with a preference in arts, architecture, design or related field
- Strong interpersonal and communication skills with the ability to liaise with a broad range of individuals
- Proficiency in Microsoft Office
- Proficiency in Adobe Photoshop, Illustrator
- Proficiency in SketchUp or CAD software
- Excellent attention to detail and accuracy
- Ability to work under pressure and meet deadlines
- Be legally eligible to work in Hong Kong

Desirable Prerequisites

- Proficiency in WordPress
- Project management experience