

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 by 31 May 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.*