

Madison Asia Art is a leading provider of comprehensive art consulting services for our corporate and private clients. We specialize in art consulting, artwork commissioning, and procurement services for a diverse range of projects in Hong Kong, China, and worldwide. Our mission is to not only enhance the aesthetic appeal of spaces but also to create interest, reinforce positive images, and elevate the overall design of specific environments. We pride ourselves on delivering creative, original, and dynamic art recommendations that transcend time and positively interact with our target audience. As a result, our art projects consistently add value to the space and its users.

We are currently seeking a highly motivated and talented individual to join our team as a full-time Project Executive / Assistant Project Manager (depending on experience). The successful candidate will possess the following qualifications:

- A genuine passion for art and design
- Relevant academic background in art, design, or architecture
- Minimum 1-3 years' experience in the art and design field
- Strong organizational and communication skills, with fluency in both English and Chinese. Proficiency in Mandarin is a plus
- Good interpersonal skills
- Ability to manage multiple projects simultaneously and consistently meet deadlines
- Keen sense of space, with the ability to interpret interior drawings and develop renderings if required
- Proficiency in design tools such as Photoshop and Illustrator, with a strong knowledge of AutoCAD being an advantage
- Prior experience in client service is advantageous

Responsibilities for this role include:

Artwork Proposal Development

- Conducting in-depth research on artwork
- Developing art proposals, rendering drawings for clients.
- Coordinating artwork development and placement

Project Management

- Maintaining project timelines and managing budgets
- Liaising with artists and creating detailed artwork specifications for selected pieces
- Facilitating artwork development and communication between artists and clients
- Coordinating artwork installations and exhibition logistics with artists, contractors, and suppliers

If you are passionate about the arts and possess the necessary skills and experience, we invite you to apply with a comprehensive resume, including your expected salary and earliest availability. Please send your application to mal@madisonasia.com.

Note: Only shortlisted candidates will be contacted.