

## **Blindspot Gallery**

Set up in 2010, Blindspot Gallery is a Hong Kong-based contemporary art gallery located in Wong Chuk Hang. The gallery represents both emerging and established artists, mainly from Hong Kong and the region but also beyond.

### **Gallery Manager**

#### **Responsibilities**

- Oversee daily operation of the gallery
- Perform general administration including invoicing, bookkeeping, insurance, and filing
- Manage payments to artists and suppliers
- Manage after-sales logistic and delivery to clients
- Manage transportation and shipping logistic of artwork in/out
- Manage gallery's inventory system and database
- Manage staff's payroll, MPF, and other HR needs
- Recruit and assign workflow to Gallery Assistants, part-time staff and intern
- Support exhibition team on exhibition production and installation
- Organize gallery events including opening receptions, events, and dinners
- Organize logistics for art fair participation

#### **Requirements**

- Degree holder or above
- Fluency in English and Chinese (Cantonese & Mandarin)
- Minimum 5 years of relevant experience
- Organised, detail-oriented, independent, proactive
- Interest in contemporary art
- Strong communication and interpersonal skill
- Team player

Interested parties please send resume and cover letter with expected salary to [recruit@blindspotgallery.com](mailto:recruit@blindspotgallery.com). Please state "Application for Gallery Manager" in the subject line.