

The Factory Contemporary Arts Centre (The Factory)

JOB DESCRIPTION - Curatorial Assistant

Department: Arts

Which co-manages 'Exhibitions' and 'Public Programs' (Talks, Screenings, Live Arts, Workshops) and 'Reading Room'

Reporting to:

Artistic Director (AD)

Organizational duties

- Liaise with other relevant Factory staffs in a professional, timely and pro-active manner in the collaborative realization of all Factory Art activities, on and off-site
- Represent Factory at external events and relevant networking opportunities that could benefit The Factory as an organization, locally and abroad
- Attend art and public program activities of The Factory

Responsibilities:

- Assist in the initiation and management of 'Exhibition' and 'Public Programs' (talks, workshops, live arts, film screening eg.) liaising with relevant Factory staffs in the creation/assistance/realization, of/with, relevant individuals and organizations, locally and abroad. This program not only challenges definitions of 'contemporary' 'Vietnamese' art and its development, but also seeks wider, interdisciplinary dialog with regional artistic practices (particularly from South East Asia); at times working in collaboration with relevant individuals and organizations, at The Factory, within Vietnam, and abroad
- Assist in the development of key strategic relationships and partnerships with individuals and organizations, that position a larger platform of exhibition and dialogue opportunities between the local and international artistic community concerning the contemporary development and discourse of Vietnamese art
- Assist in the management, maintenance and programming of the 'Reading Room', seeking ways to increase its scope and public programming via donation/sponsorship in collaboration with local and international organizations and individuals
- Assist the Executive Management Team in the securing of relevant sponsorship for Arts programming for The Factory
- Assist the AD in the forward thinking of art initiatives and programming that would improve the mission of The Factory, that challenges ideas of what constitutes 'contemporary', that encourages the growth of a critical local arts community

Key Duties:

- Co-curatorial management of all Art activities (Exhibitions, Public Programs, Reading Room) in the writing and translation of essential texts for exhibition, educational programming and marketing materials (wall texts, curatorial essays, promotional materials, website and print publications, artist portfolios etc)
- Curatorial liaison regarding event management of Arts programming (liaising with artists, internal staff, technicians, translators etc) in the devising of effective timeline for delivery of relevant activities
- Ensure appropriate budget and license requirements for all programs are submitted in a timely manner, liaising with the Legal team where necessary, in consultation with, and final delivery to the AD
- Maintenance and upkeep of all Arts Department contact database – artists, researchers, speakers, collectors, foundation, galleries, universities, press, suppliers etc; in addition to the upkeep of necessary cataloguing and archiving of Factory events (eg. curatorial manual; mailing list upkeep; reading room database upkeep; storage catalogue and regular art stock-take)
- Assist AD, Head of Sales and Registrar in the necessary marketing material for the Art Inventory of The Factory (eg. Summary of work and artist; maintenance of inventory; price lists; image database; sale history)
- Conduct and compile necessary research for the possibility of future exhibition and educational programming (eg. identify artists for studio visits; identify key thinkers/movements worth investigating in Vietnam and South East Asia etc)
- Assist AD in the writing of grant applications and sponsorship material to develop programming of The Factory
- Contribute and participate in development and implementation of particular ongoing exhibition and educational programming (long-term initiatives designed by the Arts Department, such as 'Pollination' eg.)
- Assist in the management of promotional content (on and offline), in collaboration with the Arts Department, while also writing critical texts that encourage the growth of critical thinking engaging contemporary Vietnamese art
- Liaising with key external individuals and organizations in increasing the visibility of Factory activities via promotion, partnership, exchange or sponsorship, both locally and abroad