



Myint & Associates Co., Ltd.

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Challenging Job Opportunities

Junior Secretary – (01) Position

Job Summary:

We are looking for a committed Secretary to provide essential support to the Director in preparation for the management of a new Art Gallery. This role involves overseeing various aspects of gallery operations, assisting the Director with personal matters, and other key responsibilities associated with the curation of the gallery. The ideal candidate will have a deep passion for the arts, exceptional organizational skills, and the ability to manage multiple facets of gallery operations in a fast-paced environment.

Job Description:

To support the Director in the preparation of upcoming Art Gallery, selected candidate will play a crucial role in managing various administrative tasks, overseeing the Director's personal matters and ensure the success of the gallery's pre-launch activities and ongoing activities. This is an excellent opportunity to gain experiences and transitioning into the role of Gallery Manager, post the Gallery inauguration.

Key Responsibilities:

Exhibition Planning and Curation:

- Develop and Execute Engaging Exhibitions in alignment with the Gallery's Mission
- Research, Select, and Acquire Artworks for Exhibitions and the permanent Collection
- Conduct research on Artists and Artworks for potential exhibitions
- Assist in the Selection, Acquisition, and Display of Artworks in alignment with the Gallery's Mission
- Collaborate with Artists, Collectors, and Stakeholders for successful exhibitions

Collection Management:

- Oversee Care, Documentation, and Preservation of the Gallery's Collection
- Maintain accurate records of Artworks, including provenance and insurance details
- Manage and organize storage and display spaces

Public Engagement:

- Plan and Host Gallery Events, Artist Talks, and Educational Programs
- Develop promotional materials and Collaborate with the marketing team

Administrative Duties:

- Prepare and Manage exhibition budgets and timelines
- Write exhibition catalogues, Press Releases, and Grant Applications
- Provide leadership and support to gallery staff and volunteers

Networking and Relationship Building:

- Build and maintain relationships with Artists, Collectors, Critics, and Art Professionals
- Stay updated on art world trends to inform curatorial decisions

Event Planning:

- Organize and Coordinate Gallery Events, Openings, and other Special Occasions
- Ensure smooth logistics and execution of events to enhance visitor Experience and Engagement

Social Media Management and Content Writing:

- Develop and Implement social media strategies to promote gallery events, exhibitions, and initiatives
- Create engaging content for social media platforms, website, and promotional materials

Marketing Knowledge of Art Gallery:

- Utilize marketing knowledge to promote the gallery, increase visibility, and attract a diverse audience
- Collaborate with the marketing team to develop effective promotional campaigns and initiatives

Financial Management of Art Gallery:

- Assist in Budget planning, Financial Reporting, and Monitoring of Gallery Expenses
- Work closely with the Director to ensure Financial Sustainability and growth of the Gallery

Qualifications:

- Any Graduated (Bachelor's degree in Painting, or a related field preferred.)
- Proven experience in Event Planning, Social Media Management, Content Writing, Marketing, and Financial Management within an Art Gallery Setting
- Proficiency in Microsoft Office, Database Software, and Social Media Platforms
- Outstanding written and verbal communication abilities both English and Myanmar
- Strong knowledge of Art Market Trends, Contemporary Art Practices, and Marketing Strategies
- Knowledge of Financial Acumen, including Budget Planning and Financial Reporting Skills
- Ability to work independently and as part of a team, with the flexibility to adapt to changing priorities and deadlines

If you are a proactive and organized individual with a deep appreciation for art and an interest in managing a diverse range of responsibilities in a dynamic environment, we invite you to join us in shaping the future of Art Gallery.