

Madison Asia Art provides an all-rounded art consultant service to our corporate and private clients. We specialize in art consulting, artwork commissioning and procurement services to cater for institute, corporate and private projects in Hong Kong, China and worldwide. We believe an appropriate art installation not only helps to enhance the aesthetic of the space but also builds interest and reinforces the positive image and design of a specific environment. We always assure that our art recommendations are creative, original, dynamic that transcend time and interact positively with our target audience. As a result, our art projects always add value to the space and the users.

We are now looking for a Project Manager / Assistant Project Manager (depending on experience) with the following criteria:

- Passion for art and design;
- Relevant academic background in the area of art and design;
- At least 3-4 years' experience in art and design field;
- Good organizational and communication skills, able to speak and write English and Chinese fluently. Fluent in Mandarin is a plus;
- Good people skill;
- Ability to handle multiple projects simultaneously and meet deadlines consistently;
- Good sense of space, able to interpret drawing and develop rendering if required, (knowledge in photoshop);
- Previous client service experience is an advantage.

Job responsibilities include:

Artwork Proposal Development

- coordinate artwork development & placement.
- develop art proposal to clients.
- research on artwork.

Project Management

- Maintain projects timeline, budget management.
- Liaison with artists and create detailed artwork specifications of selected pieces.
- Follow up artwork development with artists and client.
- Coordinate artwork installations & exhibition co-ordination with artists, contractors and suppliers.

Interested parties please apply with full resume, expected salary and earliest availability to (mal@madisonasia.com) before 22 September 2019.