

Senior Gallery Operations Officer

Art Central Hong Kong

Contract: Full-time, fixed-term contract

Start date: Immediate

End date: 10 April 2027

Salary: Commensurate with experience

Location: Hong Kong

Art Central is seeking a highly organised and collaborative Senior Gallery Operations Officer to support the delivery of its March 2027 edition. Held annually at Central Harbourfront, Art Central presents approximately 100 galleries from Hong Kong, Asia and around the world, welcoming more than 40,000 visitors across its six-day programme.

Working closely with the Galleries, Operations and Curatorial teams, the postholder will coordinate exhibitor administration and operational delivery from pre-fair planning through to build-up, the Fair and breakdown.

Key Responsibilities

- Coordinate gallery administration, including applications, information collection, credentials, shipping and artwork-storage arrangements.
- Liaise with exhibitors, logistics providers and booth-construction partners to ensure clear, timely and accurate communication.
- Support the management of gallery booth orders, specifications and on-site construction requirements.
- Provide operational support during build-up, Fair opening days and breakdown.
- Maintain accurate project records, schedules and internal documentation.
- Undertake artist research and due diligence to support the appropriate delivery of gallery presentations.
- Assist with research, data gathering and analysis relating to galleries and Fair programmes.

Essential Criteria

- Bachelor's degree in arts, cultural management, events management or a related field, or equivalent relevant professional experience.
- Previous experience in arts, cultural, gallery or event management.
- Fluency in Cantonese and English, with proficiency in Mandarin. Excellent written Chinese and English.
- Strong organisational and interpersonal skills, with exceptional attention to detail.
- Ability to manage multiple priorities, work under pressure and meet deadlines.
- Eligibility to work in Hong Kong.

Desirable Criteria

- Experience working on an art fair, exhibition or large-scale cultural event.
- Awareness of regional operating environments, including regulatory and cultural-considerations.
- Knowledge of gallery operations, art logistics or exhibition production.
- Project-management experience.
- Proficiency in Adobe Photoshop, Illustrator, Canva and/or WordPress.

How to Apply

Please submit a CV and cover letter to careers@artcentralhongkong.com