**Job Description – Administrator of CHEN Tianlong Gallery( and College Assistant of Architecture & Design)**

Department: CHEN Tianlong Gallery Report to: Curator

**Responsibilities:**

As an administrator of Chen Tianlong Gallery:

1. Responsible for daily management. Maintain the order of exhibition hall, ensure the safety of art works and implement the relevant rules and regulations.
2. Responsible for exhibition and withdrawal. Frame, suspend and clean art works during the exhibition; assist to pack and move after the exhibition.
3. Guide and provide some commentary for different groups of visitors, and afterwards collect the feedbacks or suggestions.
4. Perform other duties as required.

As a college assistant of Architecture & Design:

1. Assist Dean to operate college’s day to day work include annual budget management, annual working plan, external reception, communication and coordination with students and faculty, and some important events.
2. Assist Dean to improve college’s organization structuring, position setting, and recruitment work.
3. Responsible for the department’s program application, program development, curriculum planning and scheduling for the Architecture Department.
4. Perform other duties as required.

**Qualifications:**

Required Qualifications:

1. Master’s degree or higher, majored in Arts, Design, Exhibition Planning，Architecture or relevant fields.
2. At least two years relevant working experience.
3. Basic fluency in oral English.
4. Good service awareness, positive working attitude and communication skills.
5. With overseas education background or relevant working experience enjoys priority.

**岗位书 –美术馆管理岗（兼建筑与设计学院助理）**

部门：陈天龙美术馆 汇报：馆长

**岗位职责**：

作为美术馆馆员：

1. 展厅日常管理。维护展厅内正常秩序，维护展厅内作品的安全，落实馆内各项有关规章制度。
2. 布展及撤展。布展期间作品的装框、悬挂、清洁等工作；撤展期间作品的包装及搬运。
3. 导览。为不同年龄阶层的观众做不同形式的观看展览的指引及适度解说，收集观众的建议。
4. 完成领导交办的其他事务。

作为建筑与设计学院助理：

1. 配合做好建筑学院日常相关工作包括预算管理、年度工作计划、对外接待，教师和学生的沟通协调、重大活动安排等。
2. 配合做好学院的机构设置、岗位设置、职员招聘等相关工作。
3. 负责院系相关专业的专业申报、专业发展、课程设置、课程安排等各类事务。
4. 完成领导交办的其他事务。

**聘任条件**：

必备条件：

1. 硕士及以上学位，美术学、设计艺术学、展览策划类、建筑等相关专业；
2. 至少两年相关工作经验；
3. 具备一定英语口语基础；
4. 具有良好的服务意识、工作态度和沟通表达能力；
5. 有海外留学、相关工作背景者优先考虑。