



Libraries

## **SMU Art Collection Manager (10 month contract)**

We are seeking a dynamic and innovative professional to apply for the position of SMU Art Collection Manager. This is a contract position for 10 months and the position holder is expected to work one day a week.

This position supports SMU's effort to create and maintain the SMU art collection inventory, database and coordinate the movement of the art works and other activities involving the logistics of the art works at SMU. The position holder will be required to work closely with the Art Programmes Manager and coordinate with the Library, the Office of Advancement, Office of Campus Infrastructure and Services and external / internal individuals and organisation.

### *Responsibilities*

The position covers the following activities:

1. Creation and maintenance of a special database as an inventory to register records for all art works at various locations at SMU.
2. Planning and implementation of conservation and maintenance activities in consultation with the Art Programmes Manager

### *Requirements*

1. A degree in the relevant discipline, for example arts management
2. Experience in one or more of the following areas, art or library or museum collections
3. A degree in the relevant discipline, for example arts management
4. Ability to organize records, inventories and data
5. Ability to work independently on multiple tasks
6. Ability to work positively and productively with diverse agencies, individuals across SMU and beyond
7. IT capability
8. Excellent teamwork and communication skills
9. Organized, meticulous and responsible

More details on the position is available at

[https://library.smu.edu.sg/sites/library.smu.edu.sg/files/library/pdf/CareerAd/JD\\_ArtCollectionManager\\_8Mar18.pdf](https://library.smu.edu.sg/sites/library.smu.edu.sg/files/library/pdf/CareerAd/JD_ArtCollectionManager_8Mar18.pdf)

### *How to Apply*

Interested applicants, please email your resumes with a covering letter to [libjob@smu.edu.sg](mailto:libjob@smu.edu.sg). The covering letter must state the applicants' responses to the selection criteria. Only short-listed candidates will be contacted.