

当代唐人艺术中心诚邀杰出人才，共筑艺术未来

关于我们

当代唐人艺术中心自 1997 年创立于曼谷，27 年来致力于推动当代艺术的发展，并通过策展、艺术品交易、机构合作等方式，促进亚洲与全球艺术的深度对话。我们在北京、香港、曼谷、首尔、新加坡设有画廊空间，并活跃于香港巴塞尔、纽约军械库、新加坡艺博会等国际顶级艺术博览会，在全球艺术市场占据重要地位。

我们的核心竞争力：

- 国际顶级画廊：**我们是亚洲最具影响力的当代艺术机构之一，与全球顶级藏家、博物馆、艺术基金会建立长期合作关系。
- 全球市场布局：**我们拥有遍布亚洲和欧美的市场网络，并活跃于各大国际艺术博览会，持续拓展全球影响力。
- 艺术交易与收藏：**我们为藏家提供专业的收藏建议，确保艺术品交易的稳定增长，并支持年轻艺术家的国际发展。

目前，我们正面向全球招募具有卓越管理与市场拓展能力的高端人才，期待您的加入，共同塑造亚洲当代艺术的新格局！

招聘岗位及要求

1. 行政总监（Administrative Director）

地区：**新加坡、曼谷**

岗位职责：

- 企业管理与流程优化：**统筹画廊运营、财务、人力资源、法务等职能，推动国际化管理体系的优化，确保高效、透明的运营流程，并加强跨地区协同管理。
- 财务及预算控制：**制定年度预算，优化成本管理，提升画廊运营效率。
- 合规与风险控制：**确保公司业务符合当地法规及国际艺术市场规范，规避法律与财务风险。
- 组织架构与人才管理：**优化公司管理体系，制定人才培养计划，提高团队整体效能。

任职要求：

- 3-5 年以上，具有领导经验者优先，具备画廊或拍卖行运营管理经验。

- 深入了解当代艺术，特别是东南亚艺术的生态环境，熟悉当代艺术家的发展动态，同时具备一定的个人销售能力。
 - 具备现有藏家资源，优秀的跨文化沟通能力，熟悉东南亚及国际市场环境。
 - 具备财务规划、成本控制及风险管理能力，有成功优化企业运营的经验。
 - 本科学历及以上，艺术管理或相关专业背景优先，能力突出者优先考虑。
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2. 销售总监 (Sales Director)

地区：新加坡、香港、曼谷

岗位职责：

- **市场布局与战略规划：**制定并实施符合画廊长期发展方向的市场拓展计划，确保销售增长与品牌影响力的同步提升，深化国际市场布局。
- **藏家与机构关系管理：**拓展并维护高净值客户、国际藏家及文化机构，确保长期合作与交易增长。
- **团队领导与业绩管理：**管理销售团队，制定 KPI，优化销售流程，确保团队高效运作。
- **跨部门协作：**与策展、市场、公关团队紧密合作，推动展览销售，实现商业目标。

任职要求：

- 3-5 年以上艺术市场相关行业的销售管理经验，熟悉东南亚及国际艺术市场。
 - 具备丰富的藏家资源，并能自主开拓高端市场。
 - 熟悉国际艺术品交易规则，具备良好的谈判及合同管理能力。
 - 具备卓越的领导力和团队管理经验，能够激励团队实现销售目标。
 - 本科学历及以上，艺术管理或相关专业背景优先，能力突出者优先考虑。
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3. 策展类职位 (Curatorial Position)

专业策展人 (Senior Curator)

地区：新加坡、香港、曼谷

岗位职责：

- 负责展览策划，推动艺术家发展及品牌影响力。
- 研究艺术市场趋势，引进优质的艺术家。
- 负责学术研究、出版物策划、跨机构合作，提升展览学术价值。

任职要求:

- 国际级策展经验, 曾策划重要展览或机构合作项目。
 - 深厚的学术背景, 拥有艺术史、策展或相关领域。
 - 拥有与国际顶尖艺术机构、博物馆及策展团队的合作经验。
 - **必须具备相关画廊、拍卖行或艺术机构工作经验。**
 - 本科学历及以上, 能力突出者优先考虑。
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4. 专职销售 (Senior Sales Executive)

地区: **新加坡、香港、北京、曼谷**

岗位职责:

- 负责高端藏家销售, 推动艺术品交易, 提高画廊销售业绩。
- 维护 VIP 客户关系, 策划并执行客户发展策略。

任职要求:

- 有一定艺术品销售经验, 熟悉中国及国际艺术市场。
 - **具备广泛的藏家资源及谈判能力**, 推动高价值交易。
 - 熟练掌握艺术品交易流程及市场趋势。
 - **具备相关画廊或拍卖行工作经验。**
 - 本科学历及以上, 艺术管理或相关专业背景优先, 能力突出者优先考虑。
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5. 会计 (Accounting)

地区: **新加坡**

岗位职责:

- 负责日常财务核算与账务处理, 确保财务数据的准确性与及时性。
- 协助月度、季度和年度财务报表的编制与审计工作。
- 负责发票、报销单据的审核与处理, 确保符合公司财务规定。
- 协助管理和维护财务系统与记录, 确保财务文件的完备性和合规性。
- 配合财务团队和总裁办完成其他日常财务工作。

任职要求:

- 国际财务工作经验, 至少 3 年以上财务管理或审计经验, 有艺术行业经验优先。
- 熟悉**财务核算流程**, 能够独立处理日常账务。

- 熟悉新加坡及国际财税法规，持 CPA、ACCA、CFA 等资格证书者优先。
- 具有会计或相关领域的本科学历及以上，能力突出者优先考虑。

薪资与待遇

◆ 行业领先薪酬 + 绩效激励

◆ 国际化艺术环境，拓展全球人脉

◆ 参与顶级艺博会及全球艺术项目

◆ 长期职业发展与管理晋升机会

📍 工作地点：新加坡、香港、北京、曼谷

📍 新加坡、香港、曼谷地区优先考虑持有当地居留权或工作签证的申请人

📧 申请方式：请发送简历及求职信至：ceo.office@tangcontemporary.com

邮件标题注明“应聘职位+姓名+地区”。

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TANG CONTEMPORARY ART Invites Exceptional Talent to Shape the Future of Art

About Us

Founded in 1997 in Bangkok, TANG CONTEMPORARY ART has been committed to advancing contemporary art for 27 years. Through curatorial projects, art transactions, and institutional collaborations, we facilitate in-depth dialogues between Asian and global art communities. With gallery spaces in **Beijing, Hong Kong, Bangkok, Seoul, and Singapore**, we actively participate in prestigious international art fairs such as **Art Basel Hong Kong, The Armory Show New York, and ART SG**, securing a prominent position in the global art market.

Our Core Strengths:

- **Leading Contemporary Art Gallery:** Recognized as one of Asia's most influential contemporary art institutions, we maintain long-term partnerships with top collectors, museums, and art foundations worldwide.
- **Global Market Presence:** Our extensive network spans Asia, Europe, and North America, continuously expanding our global influence through active participation in major international art fairs.
- **Art Transactions & Collections:** We provide professional advisory services to collectors, ensuring steady growth in art transactions while supporting the international development of emerging artists.

We are currently seeking **top-tier professionals** with outstanding management and market development expertise to join our global team and help shape the future of contemporary art in Asia.

Available Positions & Requirements

1. Administrative Director

Locations: Singapore, Bangkok

Responsibilities:

- **Corporate Management & Process Optimization:** Oversee gallery operations, finance, human resources, and legal affairs; enhance international

management systems; ensure efficient and transparent operational processes; and strengthen cross-regional coordination.

- **Financial & Budget Control:** Develop annual budgets, optimize cost management, and improve operational efficiency.
- **Compliance & Risk Management:** Ensure business operations align with local regulations and international art market standards, mitigating legal and financial risks.
- **Organizational Structure & Talent Management:** Optimize management frameworks, implement talent development programs, and enhance overall team performance.

Requirements:

- 3-5 years of experience in a leadership role; prior experience in gallery or auction house operations preferred.
 - In-depth knowledge of contemporary art, particularly Southeast Asian art ecosystems and artist development trends, with proven personal sales capabilities.
 - Established collector network and excellent cross-cultural communication skills; familiarity with Southeast Asian and international markets.
 - Strong financial planning, cost control, and risk management skills; experience in optimizing corporate operations.
 - Bachelor's degree or higher; a background in art management or a related field is preferred. Exceptional candidates will be considered regardless of degree.
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2. Sales Director

Locations: Singapore, Hong Kong, Bangkok

Responsibilities:

- **Market Expansion & Strategy Development:** Design and implement market expansion strategies aligned with the gallery's long-term vision, ensuring simultaneous growth in sales and brand influence.
- **Collector & Institutional Relations Management:** Develop and maintain relationships with high-net-worth clients, international collectors, and cultural institutions to drive long-term collaborations and sustained transaction growth.
- **Team Leadership & Performance Management:** Lead the sales team, establish KPIs, optimize sales processes, and ensure efficient team performance.
- **Cross-Departmental Collaboration:** Work closely with curatorial, marketing, and PR teams to enhance exhibition sales and achieve commercial objectives.

Requirements:

- 3-5 years of experience in art market sales management, with a strong understanding of Southeast Asian and international art markets.
 - Established network of collectors with a proven ability to develop high-end markets independently.
 - Familiarity with international art transaction regulations, with strong negotiation and contract management skills.
 - Outstanding leadership and team management abilities, capable of driving the team to achieve sales goals.
 - Bachelor's degree or higher in art management or a related field is preferred. Exceptional candidates will be considered regardless of degree.
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3. Curatorial Positions**Senior Curator**

Locations: Singapore, Hong Kong, Bangkok

Responsibilities:

- Plan and execute exhibitions that enhance artist development and brand visibility.
- Conduct research on art market trends and introduce high-quality artists.
- Lead academic research, publication projects, and institutional collaborations to enhance the academic value of exhibitions.

Requirements:

- International curatorial experience, having led major exhibitions or institutional collaborations.
 - Strong academic background in art history, curatorial studies, or a related field.
 - Experience working with top-tier international art institutions, museums, and curatorial teams.
 - Prior work experience in galleries, auction houses, or art institutions is mandatory.
 - Bachelor's degree or higher; exceptional candidates will be considered regardless of degree.
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4. Senior Sales Executive

Locations: Singapore, Hong Kong, Beijing, Bangkok

Responsibilities:

- Drive art transactions and increase gallery sales by engaging high-end collectors.
- Manage VIP client relationships and develop customer growth strategies.

Requirements:

- Proven experience in art sales, with familiarity with both Chinese and international art markets.
 - Extensive collector network and strong negotiation skills to facilitate high-value transactions.
 - Deep understanding of art transaction processes and market trends.
 - Prior experience working in galleries or auction houses.
 - Bachelor's degree or higher in art management or a related field is preferred. Exceptional candidates will be considered regardless of degree.
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5. Accounting

Location: Singapore

Responsibilities:

- Manage daily financial accounting and bookkeeping to ensure accuracy and timeliness of financial data.
- Assist in the preparation and auditing of monthly, quarterly, and annual financial reports.
- Process invoices and reimbursements in compliance with company financial policies.
- Maintain and oversee financial records and ensure regulatory compliance.
- Support the finance team and the executive office in other routine financial tasks.

Requirements:

- At least **3 years of experience** in financial management or auditing, preferably in the art industry.
- Proficiency in financial accounting processes and the ability to handle daily bookkeeping independently.
- Knowledge of **Singaporean and international tax regulations**; CPA, ACCA, or CFA certification is preferred.
- Bachelor's degree or higher in accounting or a related field; exceptional candidates will be considered regardless of degree.

Compensation & Benefits

- ◆ Industry-leading salary + performance-based incentives
- ◆ Dynamic international art environment with extensive networking opportunities
- ◆ Participation in top-tier art fairs and global art projects
- ◆ Long-term career development and leadership growth opportunities

📍 **Job Locations:** Singapore, Hong Kong, Beijing, Bangkok

📍 **Priority consideration will be given to applicants holding local residency or work visas in Singapore, Hong Kong, and Bangkok.**

✉ **Application Process:** Please submit your resume and cover letter to ceo.office@tangcontemporary.com, with the subject line formatted as “**Position Applied + Name + Location**”.

Join us in shaping the future of contemporary art. **TANG CONTEMPORARY ART welcomes outstanding talent to be part of our journey.**