ART INSTITUTE OF THE ORIENT
GUANGZHOU

OUR VISION

The Art Institute of the Orient is a visionary art leader, internationally recognized for its stewardship and commitment to intercultural understanding and appreciation of the Arts.

OUR MISSION

To offer a transcultural inclusive space and inspirational programmes in a unique environment, to foster an appreciation and the exposure of Chinese Art and Culture in a spirit of international mindedness and exchange.

◆ JOB DESCRIPTION 职位描述

AIO Art Principal/Director

Art Education & Leadership · Full-time · Academic Year 2027–2028

POSITION 职位	Art Institute of the Orient (AIO) Principal/Director
DIVISION 部门	Art Education - Leadership
REPORTS TO 直属上级	Superintendent, Art Institute of the Orient
LINE MANAGEMENT 管理下属	Teachers, Operational Staff, Program Coordinators, Artists
LIAISES WITH 联络对象	Superintendent, IT, Administration, artists, external art organizations, community partners, and internal members of the Utahloy Group.
CONTRACT 合同类型	Overseas / Local Hire - Full-time - Initial Contract is 2 Years
START DATE 入职日期	January 2027
LOCATION 工作地点	Art Institute of the Orient, No. 3 Shamian First Street, Liwan District, Guangzhou (Shamian Island)

01 OVERVIEW OF THE ROLE 职位概述

The AIO Principal/Director provides visionary leadership for the Art Institute of the Orient (AIO), setting up the artistic and educational direction while championing creativity, innovation, and exploration. This role supports art(s) faculty in their professional growth, oversees the quality of arts instruction and programming, and ensures meaningful experiences for all participants. The AIO Principal/Director serves as an advocate for the arts within the broader community, including other entities of the Utahloy Group, highlighting its essential role in developing critical thinking, problem-solving, and creativity in every learner.

About the Art Institute of the Orient

The Art Institute of the Orient is a private institution specialized in artistic education and cultural programs, with a focus on Chinese arts and culture and their interactions with the Western world. It is a place for exploring,

experiencing, learning, creating, and bridging. Founded by the Utahloy Education Foundation, a non-profit organization established in Hong Kong in 2003, AIO operates as a comprehensive educational platform based in the Greater Bay Area, with a global vision and a future-oriented mission.

The Institute is housed in a notable Beaux-Arts style building on Shamian Island, a historic intersection of Eastern and Western influences. Originally built in 1914, the five-floor, 4,000 m² building was restored over five years by the Utahloy Education Foundation with the mission of developing an adaptive reuse for educational purposes in the field of Arts. In July 2025, a research team from the Central Academy of Fine Arts was invited to develop a customized international curriculum standard and quality management system for AIO, further enhancing its educational excellence and global competitiveness.

AIO's core educational programs include the International Foundation Program in Art & Design and Creative Practice Courses, serving students and participants from all walks of life.

02 KEY RESPONSIBILITIES 主要职责

Visionary Leadership and Direction

- Set the artistic and educational direction for the AIO, encouraging innovation and exploration.
- Develop and articulate a shared vision for arts education and programming that aligns with AIO's Mission to foster appreciation and exposure of Chinese Art and Culture in a spirit of international mindedness and exchange.
- Champion the arts within the broader community, highlighting its benefits for critical thinking, problem-solving, and creativity.
- Foster a culture of artistic thinking by applying principles such as balance, contrast, and rhythm to leadership, promoting adaptability and reflection.
- Encourage calculated risk-taking and learning from criticism as essential components of creative growth.
- Develop and articulate partnerships with other entities of the Utahloy Group for shared synergy.

Faculty Support and Instructional Oversight

- Support teachers' and artists' professional development, facilitating participation in gallery shows, performances, and other professional artistic opportunities.
- Professionally develop and supervise arts instruction and programming, ensuring meaningful and rigorous experiences for all participants.
- Conduct regular observations and provide constructive feedback to arts faculty to enhance teaching and practice.
- Mentor and coach arts teachers and practitioners, nurturing their artistic practice and pedagogical growth.
- Promote collaboration and shared learning among students, staff, and artists within the AIO and beyond.

Program Development and Participant Experience

- Oversee the development and implementation of a cohesive arts curriculum and program portfolio, aligned with AIO's educational philosophy and the customized international curriculum standards.
- Ensure programs provide opportunities for participants to exhibit, perform, and showcase their work within and beyond the AIO Community.
- Collaborate with arts faculty to design and deliver high-quality productions, exhibitions, and performances.
- Integrate arts across all programs, working with internal and external colleagues to promote interdisciplinary learning opportunities.

- Monitor and evaluate the effectiveness of programs, using data and feedback to drive continuous improvement.

Collaboration, Advocacy, and Community Engagement

- Promote the profile of the AIO through arts initiatives, events, and community partnerships.
- Maintain clear, timely, and professional communication with colleagues, participants, and families regarding programmes and events.
- Build and sustain relationships with external arts organizations, artists, and community partners to enrich learning and programming.
- Advocate for the arts within the AIO's leadership and the wider Guangzhou & Utahloy Community.
- Participate actively in AIO improvement initiatives and whole-Institute events.

Operational and Budgetary Management

- Manage the arts budget effectively, ensuring responsible allocation of resources to support program goals.
- Oversee the maintenance, safety, and organization of arts facilities, equipment, and materials within the historic AIO building.
- Coordinate logistics for arts events, exhibitions, and performances, including scheduling, staffing, and promotion.
- Ensure compliance with all AIO & UEF policies, health and safety regulations, and child protection requirements.

Key Performance Indicators

Performance will be reviewed against agreed annual targets and may include:

- **Programme Quality & Curriculum Alignment.** Ensure the International Foundation Program and Creative Practice Courses align with the curriculum standards developed with the Central Academy of Fine Arts, and that participants report on a high-quality learning experience.
- **Student Progression & Exhibition Output.** Support foundation programme participants in progressing to target art and design institutions and ensure regular student exhibitions and performances are delivered at the Shamian Island venue.
- **Faculty Development & Instructional Oversight.** Strengthen teaching and artistic practice through structured observations, mentoring, and opportunities for faculty to participate in gallery shows and performances.
- **Community Engagement & Partnership Development.** Raise AIO's profile through external partnerships, public events, and cultural programming that advances the Institute's mission of intercultural exchange.
- **Budget Management & Facility Operations.** Manage the arts budget responsibly and oversee the historic Shamian Island facility, ensuring compliance with preservation standards and safety regulations.

The role also includes other duties and projects as assigned by the Superintendent or Head of School.

03 QUALIFICATIONS & EXPERIENCE 任职资格

Essential 必备

- Master's or Doctorate in Education, Fine Arts, Arts Administration, or related fields.

Desirable 优先

- Experience in an IB or international arts education setting

- Significant experience (10+ years) in academic or artistic leadership, with a proven track record in management.
- Teaching or artistic qualification or certification.
- Excellent communication, interpersonal, and people-management abilities.
- Deep understanding of the arts and educational best practices.
- Ability to manage budgets, foster innovation, and lead teams.

- Additional skills or certifications in arts education, arts administration, or leadership.
- Experience in an international or cross-cultural setting.
- Mandarin or other languages.
- Established network within the arts community.
- Experience in curriculum development and programme design.
- Experience working with heritage or historic buildings.

04 KNOWLEDGE, SKILLS & ABILITIES 知识与能力

- Comprehensive knowledge of arts education, pedagogy, curriculum design, and assessment practices.
- Deep understanding of artistic practice and contemporary arts education approaches.
- Strong leadership skills with the ability to inspire, motivate, and develop faculty and artists.
- Excellent communication skills, with the ability to communicate clearly with participants, colleagues, and families, including explaining specialist information to non-specialists.
- Strong interpersonal skills and the ability to work collaboratively in a diverse, international team.
- Ability to manage budgets, resources, and operational logistics effectively.
- Proficiency in relevant software and technology for arts education and administration.
- Organized, reliable, and able to manage a varied workload.
- Demonstrated ability to foster innovation and lead teams through change.
- Commitment to reflective practice and continuous professional growth.
- Appreciation for the historical and cultural significance of Shamian Island and the AIO building.

05 CHILD PROTECTION & CODES OF CONDUCT 儿童保护与行为准则

- Follow the Child Protection Policy and the Institute's codes of conduct at all times.
- Complete all required safeguarding training and report any concern promptly to the Designated Safeguarding Lead.
- Follow the Institute's Acceptable Use Policy and social media guidelines.
- Collect, store, and share participant and staff information in line with Institute policy and China's Personal Information Protection Law (PIPL).

Our commitment to safeguarding

The AIO holds itself to the highest standards of child protection. All staff working with children require criminal record clearance and successful background checks from their country of origin and, if different, their country of current residence.

06 COMMUNICATION 沟通

- Promote the profile of the Institute through arts initiatives and events. Maintain clear, timely, and professional communication with colleagues, participants, and families. Advocate for the arts within the Institute and the broader community.

07 COMMITMENT TO REFLECTION & IMPROVEMENT 反思与成长

- Take part in, and lead, the AIO's staff professional development.
- Seek opportunities to extend expertise and keep up to date with current thinking in the Art(s).
- Participate in, in-service activities, external courses, and conferences as appropriate.
- Model a commitment to artistic practice and lifelong learning.

08 ACTIVE INVOLVEMENT IN THE INSTITUTE 积极参与学校发展

- Support and promote the AIO's Mission and Values.
- Maintain supportive professional relationships with the AIO Community.
- Participate actively in AIO improvement initiatives.
- Contribute to the wider life of the AIO through attendance at and support of AIO events and activities.

09 WORKING CONDITIONS 工作条件

- Full-time position, with working hours as defined by the AIO calendar.
- Occasional evening and weekend work required for arts events, exhibitions, performances, and AIO/UEF functions.
- Some local and international travel may be required for professional development, conferences, or art exhibitions.
- Physical requirements include the ability to supervise participants in arts facilities and to assist with the setup and organization of arts events as needed.
- The role is based in a historic building on Shamian Island, a protected national cultural relic.

This job description sets out the main duties of the role. It is not exhaustive and may be reviewed and updated by the Superintendent in consultation with the post holder to reflect the changing needs of the school.

DOCUMENT CONTROL

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