



# ART SG

30 OCT - 1 NOV 2020

MARINA BAY SANDS

SINGAPORE

## Gallery Liaison

Event: ART SG

Role Type: Full-time

Salary Range: Dependent on experience

Reporting to: Fair Director and Managing Director

Start Date: January 2020

Website: [www.artsg.com](http://www.artsg.com)

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## About ART SG

The inaugural edition of ART SG will be held at the Marina Bay Sands Expo and Convention Centre from 30 October – 1 November 2020 (Vernissage 29 October) at the Marina Bay Sands Expo and Convention Centre at the heart of Singapore's financial district, ART SG will welcome around 70 significant international galleries alongside a cutting edge program of commissioned and site specific installations, experimental film, thought provoking talks and performances.

Bringing progressive concepts and curation to the Singapore art landscape, ART SG will deliver a custom-built fair of international standard and best practices, working from ground up to build a distinctive identity while fostering artistic excellence and cultural dialogue across Southeast Asia and the broader Asia Pacific region. Differentiated from other art fairs, ART SG is geared towards the interests of the globally minded collector and aims to expand these interests by promoting new discourse and connections; encouraging cross-border collecting and a broad network of collectors and galleries forming relationships in Singapore.

## About the Position

ART SG seeks an enthusiastic, well-presented, meticulously organized team player with strong interpersonal and communication skills to join the ART SG team and work with us on the launch edition of the Fair. You will work alongside the Fair Director to handle gallery applications, facilitate communications and logistics in the lead up to the fair, playing an active role on-site during the fair and provide support to the VIP, Press and Marketing, and Operations teams. A fast paced work environment, this role would suit a candidate looking to build a career in the Arts and/or Events industry.

## Tasks and Responsibilities Include



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| Exhibitor Support                           | <ul style="list-style-type: none"><li>• Build relationships with exhibiting and applying galleries, assisting their Fair participation</li><li>• Develop and maintain gallery database</li></ul>   |
| Administration of exhibitor communications  | <ul style="list-style-type: none"><li>• Assist in the creation and distribution of the Exhibitor Manual in conjunction with the Operations team.</li><li>• Manage stand plan location correspondence as directed by the Fair Director</li><li>• Support in scheduling, drafting and distribution of exhibitor updates</li><li>• Monitor efficiency of correspondence between local logistical partners and exhibitors in conjunction with the operations team.</li></ul> |
| Management of special projects and programs | <ul style="list-style-type: none"><li>• Provide support to the Fair Director in communications with galleries regarding potential installations and special sectors at the fair</li><li>• Liaise with curators of special sectors and support their work as needed</li><li>• Research artists and galleries to be encouraged to participate in special sectors</li></ul>   |
| Other                                       | <ul style="list-style-type: none"><li>• Onsite support including supporting galleries during build up, duration of fair and breakdown</li><li>• Provide administrative support to the Fair Director, VIP, Press and Marketing, and Operations team</li></ul>   |

## Selection criteria

- Strong verbal and written communication skills are essential, as well as excellent time management and data organisation.
- Mandarin and additional language skills are not essential but will be preferred.
- A relevant bachelor's degree is a requirement of the role, and ideally at least two-years work experience in an art-related field.
- Proficiency in Photoshop, WordPress and Microsoft office. Filemaker or other database experience an advantage
- Professional, punctual, driven, reliable
- Passionate about contemporary art and culture

## Salary and how to apply

The position is full-time and offers a salary commensurate with experience. To apply, please send through your CV and a tailored Covering Letter outlining why you would like to work at ART SG and what you will bring to the role to [info@artsg.com](mailto:info@artsg.com)



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Applications close 5 January 2020.