



**ART SG** is the most hotly anticipated art fair launch of 2023. Presented by founding and lead partner UBS, ART SG will welcome over 150 leading international galleries from Southeast Asia, Asia Pacific and around the world. The inaugural edition of ART SG will take place from 12 – 15 January 2023 at the Marina Bay Sands Expo and Convention Centre in Singapore.

ART SG is looking for a well-organised and detail-oriented intern with a passion for art.

For more information and application details, please refer below:

Duration: To start immediately on an agreed contract time frame

Office hours:

3 days per week, 10 – 6 pm, October to November 2022

4 days per week, 10 – 6 pm, December 2022

Available for entire 2 week period: 2 – 15 January 2023

Remuneration: 12.50 SGD per hour

#### **Internship in Exhibitors and Operations Administrative Support**

- General administration support to Fair Manager and Gallery Liaison per-fair and on-site, in operations and exhibitors relations to the team when required
- Support in organising and proofing data submitted via the Exhibitor Portal, as well as keeping track of submissions
- Support on feature fair sectors Platform (large scale installations), and New/Now (Salon-Style exhibition) – pre-fair and on-site
- Proofing exhibitors' signage
- Production of all printed material for exhibitors on-site
- On-site organisation of Organisers' Office
- Exhibitor-related data entry to ART SG CRM system
- Provide research support to the galleries team

#### **Prerequisites**

- High level of communication skills
- Good attention to detail
- Experience using Microsoft Office (Word, Excel, Powerpoint)
- Experience using photoshop, and software such as Mailchimp, Wordpress – preferred but not essential

To apply submit your CV and cover letter addressing the points above to Debora Ferrarini, Fair Manager, [debora@artsg.com](mailto:debora@artsg.com).