



ART SG

19 - 21 JAN 2024
MARINA BAY SANDS
SINGAPORE

FOUNDING AND
LEAD PARTNER



ART SG | Gallery Liaison

The highly anticipated launch of ART SG, Southeast Asia's largest ever art fair, presented 164 of the world's leading galleries hailing from Singapore, Southeast Asia, Asia Pacific and across the world. The Fair attracted a truly global audience with over 42,000 visitors attending. For more information on ART SG click [here](#).

ART SG is part of The Art Assembly an affiliation of major international art fairs with a particular focus on the Asia Pacific region comprising ART SG, Taipei Dangdai, India Art Fair, Sydney Contemporary, PHOTOFAIRS Shanghai, and Tokyo Gendai. It represents a joint initiative between three of the world's leading art fair organisers headed by Sandy Angus, Tim Etchells and Magnus Renfrew. For more information on The Art Assembly click [here](#).

ART SG is looking for a passionate, professional, well-organised and detail-oriented Gallery Liaison.

To apply submit your CV and cover letter addressing the points below to Debora Ferrarini, Director of Exhibitor Operations, debora@artsg.com.

Key Responsibilities

GALLERIES

- Support Fair Director in all gallery communications, particularly within the application cycle and in the lead up to the Fair, including targeting, tracking, arranging meetings, follow up calls and email communications.
- Assist the Fair Director in developing exhibitor prospects.
- Support and guide galleries with the application process, and process gallery applications.
- Organise Selection Committee meetings.
- Manage all gallery-related content: artwork highlights, all images, booth programs, artist CVs, all other materials, and ensure everything is kept updated in the lead up to the Fair.
- Data entry and maintenance of gallery records on database, generate statistics and sales reports.
- Produce, co-ordinate and proof-read content for communications with galleries, including emails, EDMs newsletters, and printed material."
- Support galleries with administrative and logistical planning of their booth design together with booth contractor and Director of Exhibitor Operations.
- Support the Fair Director and Director of Exhibitor Operations with exhibitors' communications.
- Work with Director of Exhibitor Operations on online exhibitor portal proofing, booth plans proofing and distribution, collection of materials/forms before deadlines.
- Work with Director of Exhibitor Operations to supervise booth build on-site at the fair, snag of booths, and galleries on-site point of contact.
- Support Accounting with invoices distribution, and credit control.
- Work with multiple departments VIP Relations, Marketing, Operations, Accounting.

PROJECT MANAGEMENT

- Manage project-oriented and administrative tasks in time and on budget.
- Film Sector
 - Process Film proposal submissions.
 - Work with Fair Director and sector curator on artwork selection, confirmation process, and communication with galleries.
 - Work with Operations Manager on sector logistics, venue logistics, install/de-install, and signage.
 - Work with Marketing Manager on promotional content for the sector.
- Platform Sector (large scale installations):
 - Process Platform proposal submissions.
 - Support Director of Exhibitor Operations on artwork confirmation process, and communication with galleries.
 - Work with Director of Exhibitor Operations on sector logistics, install/de-install, and signage.

OFFICE MANAGEMENT & ADMINISTRATION

- General office management tasks.
- Administrative coordination and support for the team internationally.
- Assist with the production of the post show report.
- Weekly reports.

Key Requirements

- Bachelor's Degree in a similar or related field.
- At least 3-5 years of fair, gallery, or equivalent art and/or event experience.
- Excellent organisational and analytical skills as well as attention to detail are essential.
- Ability to work well under pressure and long hours during the fair.
- Highly computer literate, proficiency in Microsoft Office (Word, Excel, PowerPoint) is required, knowledge of CRM systems desirable.
- Excellent communication and proof-reading skills.
- Ability to handle communication with galleries in a highly service-oriented and professional way.
- Experience in using Photoshop, MailChimp, WordPress, preferred but not essential.
- Eligible to work in Singapore is mandatory.
- In this role you will be reporting directly to the Director of Exhibitor Operations.