



ART SG | Operations Internship

As the leading art fair in Southeast Asia, ART SG is a dynamic platform showcasing the most visionary and exciting contemporary art from the region and globally. Under the direction of Fair Director Shuyin Yang and Co-Founder Magnus Renfrew, and organised by The Art Assembly, ART SG was launched in January 2023 at the Sands Expo and Convention Centre at the heart of Singapore's financial district. The 2023 and 2024 editions of the fair welcomed significant local, regional and 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 delivers 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 discourse and connections; encouraging cross-border collecting and a broad network of collectors and galleries forming relationships in Singapore. 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, 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 intern to support the Director of Exhibitor Operations and Gallery Liaison in the lead up to and during the third edition of ART SG.

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

Internship Period | 25 November 2024 – 19 January 2025

- 25 – 28 November 2024
- 2 – 20 December 2025 – 5 days a week
- 23, 24, 27, 30, 31 December 2024
- Must be available for entire period 2 – 19 January 2025 (18 and 19 Jan weekend inclusive)

Operations Internship

- General administration support to Director of Exhibitor Operations and Gallery Liaison per-fair and on-site
- Administration support on feature fair sectors pre-fair and on-site:
 - Platform (large scale installations)
 - Film (moving image artworks)
- Vehicle passes production and submission pre-fair and on-site
- Proofing exhibitors' signage
- Production of all printed material for exhibitors on-site
- Production of Exhibitors Welcome Packs
- On-site organization and management of Exhibitor Service Desk

Prerequisites

- Must be a Singapore citizen, permanent resident, or hold a work permit
- High level of communication skills
- Good attention to detail
- Experience using Microsoft Office (Word, Excel, PowerPoint)