



**ART SG**

17 - 19 JAN 2025  
MARINA BAY SANDS  
SINGAPORE

FOUNDING AND  
LEAD PARTNER



### **JOB SUMMARY: VIP RELATIONS INTERNSHIP (PAID)**

As a VIP Relations Intern, reporting to the Head of VIP Relations, the candidate will provide essential administrative support to ensure the smooth operation of the VIP Relations department. Responsibilities will include assisting with CRM data management and research initiatives, collaborating with senior team members to identify high-net-worth individuals (HNWI) across various sectors, and maintaining an up-to-date VIP database. Additionally, the candidate will manage the VIP inbox to ensure prompt responses to inquiries and ongoing correspondence, contributing to the overall enhancement of our VIP engagement strategies.

### **ABOUT ART SG**

ART SG, presented by Founding and Lead Partner UBS, is the leading international art fair in Singapore and Southeast Asia. Following the success of its first two editions, the fair will return from 17 - 19 January 2025 (VIP Preview 16 January). This upcoming edition will once again showcase exceptional contemporary art from the region and around the globe, further solidifying ART SG's position as a pivotal platform connecting Southeast Asia to the broader art world.

### **RESPONSIBILITIES**

- General administration support to Head of VIP Relations
- Support CRM data and research
- Work with senior team members to research, identify HNWI across different sectors
- Ongoing maintenance and update of a VIP database
- Ongoing maintenance of VIP inbox

### **YOU SHOULD BE**

- A self-starter, resourceful and creative to conduct effective research
- Meticulous, with strong attention to detail

### **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

This is a fantastic opportunity for someone looking to gain experience in the art industry while enjoying a dynamic and exciting work environment.

This is a paid internship, immediate start for a mutually agreed time frame.

To apply, kindly send your cover letter and CV to Joan Soon at [joan@artsq.com](mailto:joan@artsq.com).