



ART SG

17 - 19 JAN 2025
MARINA BAY SANDS
SINGAPORE

FOUNDING AND
LEAD PARTNER



JOB SUMMARY: TALKS COORDINATOR

The Talks Coordinator at ART SG is responsible for coordinating on-site talks, educational programs, and events in the talks theatre during the Fair. This role involves liaising with curators to gather speaker information, bios for promotional use, and sharing essential details with relevant teams, including Marketing. The Coordinator will work with the Fair Director to obtain panel blurbs and maintain organised schedules for the talks program and related activities. Key responsibilities include booking travel for curators and speakers, ensuring their smooth arrival in Singapore, scheduling pre-panel briefings, and providing regular updates to the Marketing and VIP teams. The Coordinator will also deliver daily and weekly schedules for EDMs and social media posts that highlight on-site events, and will offer flexibility for any ad hoc support needed to ensure the program's success.

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

- Undertake coordination of on-site talks, educational programs, and other activities (e.g., anything utilising the talks theatre or that will be included in the Fair's daily program).
- Liaise with all curators for speaker information, obtain bios for promotional purposes, and gather any other necessary information; pass this on to the relevant teams, such as Marketing.
- Work with the Fair Director to obtain individual panel blurbs from curators, create and maintain an overall talks program schedule, and develop a secondary schedule for any other on-site events/activities related to programming, ensuring that appropriate departments are informed.
- Assist in costing and booking flights for all curators and speakers, provide them with booking reservations, and ensure they arrive in Singapore with any necessary support.
- Schedule any required pre-panel briefings.
- Ensure all curators and speakers arrive on-site in advance of their talks and are properly briefed.
- Provide weekly and daily schedules to the Marketing and VIP teams to facilitate a daily EDM of on-site events, which can be sent out each morning and posted on social media.
- Provide any other ad hoc support as needed.

This is a part time role from 14 November to 5 January, and full time from Jan 6 through 19 January. Working location will be in the ART SG Orchard Rd office—with some flexibility to work from home—and onsite at ART SG in Marina Bay Sands Expo and Convention Centre during the event.

To apply, kindly send your cover letter and CV to Emma Battaglione at emma@artsg.com

Applications who apply via the LinkedIn platform will not be considered.