



ART SG

17 - 19 JAN 2025
MARINA BAY SANDS
SINGAPORE

FOUNDING AND
LEAD PARTNER



ART SG VIP EXECUTIVE

JOB DESCRIPTION (contract-based) – Only PRs and Singaporeans to apply.

Reporting to head of VIP relations, the ART SG VIP executive's role is to assist and facilitate the VIP strategy, VIP program. CRM management is crucial and experience will be a great advantage.

To assist and work closely with head of VIP relations to execute the VIP Strategy for ART SG to encourage a strong attendance of local, regional and global high-net-worth individuals, buyers, collectors, curators, and art world professionals - and to co-ordinate a strong attendance at the fair.

Please email your resume to Joan Soon, Head of VIP relations at joan@artsg.com

DUTIES:

CRM

- Work with Head of VIP relation to research, identify and engage with HNW contacts across industries.
- To continuously develop, update and maintain the ART SG VIP database, ensuring accurate and detailed information is uploaded,

Regional VIP Acquisition

- To support South East Asia VIP representatives on local activations.
- Assist the head of VIP relations to ensure the VIP Representatives are fully updated with developments related to ART SG Database Management

Support

- Support the Head of Relations to deliver a smooth and delightful experience for all VIPs and participating galleries.
- Support all aspects of VIP management, including travel, accommodation, VIP programmes, and other logistical matters.
- Support VIP inbox queries and ensure replies are timely with the accurate information.

Onsite at the Fair

- To be fully onsite at the fair and associated events after.
- To provide constant assistance at the VIP desk, VIP lounge etc.
- To support VIP passes registration where needed from galleries and VIPs.