



ART SG | Partnerships and Business Relations Internship (PAID)

Launched in 2023, ART SG is Singapore and Southeast Asia's leading and largest contemporary art fair, with over 100 local, regional and global galleries exhibiting across two floors at the Marina Bay Sands Convention Centre. ART SG is held annually in January during Singapore Art Week and is supported by the Singapore Tourism Board and the National Arts Council. **The 3rd edition, ART SG 2025, will take place from 17 to 19 January 2025 (with VIP Preview on 16 January).**

ART SG is looking for a **Partnerships & Business Relations Intern** to join the team.

To apply, submit your CV and cover letter above to Patricia Choo, Head of Partnerships & Business Relations, patricia@artsg.com, with the Subject: **Application for Partnerships & BR Internship**, by **18 October 2024**.

Job Description

- Work with senior team members to engage with companies to research, identify and engage with contacts across a variety of industry and sectors
- Work closely to develop relevant pitches to engage with a wide list of potential partners
- Build and manage a pipeline of visitor networks
- Ongoing maintenance and update of a database of contacts and visitors
- Monitor, review and report of activities weekly
- On-site support during ART SG

Job Requirements

- Singapore citizen, permanent resident, or hold a work permit
- Meticulous, well-organised with strong attention to detail
- Excellent written and verbal communication skills
- Proficiency at Excel and PowerPoint
- A self-starter, resourceful and creative to conduct effective research
- Have a positive attitude, willing to learn and a team player
- Familiarity and interest in the arts & cultural sector

Duration

- Start Date: either available to start immediately or within October
- Must be available for the entire period from 2 – 24 January 2025 (18/19 Jan weekends inclusive)
- Paid Internship