



ART SG

23—25 Jan 2026
Marina Bay Sands
Singapore

Founding and
Lead Partner



JOB SUMMARY: CONTENT AND PUBLIC RELATIONS COORDINATOR

Reporting to the Director of Marketing and Communications, the ART SG Content and Public Relations Coordinator will support media and content management for the upcoming fair. This position is primarily administrative and requires strong attention to detail, along with knowledge of art, organisational and copywriting skills. Candidates must demonstrate motivation, diligence, and a sense of responsibility for all materials they oversee while adhering to ART SG's code of conduct and business guidelines.

ABOUT ART SG

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 fourth edition of ART SG will take place from 23 to 25 January 2026, with a VIP Preview and Vernissage on 22 January.

The first three 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.

DUTIES

- Manage all exhibitor-related content, copy, images, copyrights and other programming materials, including image library and copyrights
- Assist the Marketing Director in all aspects relation to publicity including scheduling interviews, creating media collaterals, and collating press information
- Content management and organisation for EDMs, newsletters and social media
- Produce artwork highlight dossiers for media, VIPs and sponsors
- Work closely with relevant teams on the production of collateral materials
- Manage VIP tour content, such as routes and write ups
- Support ART SG exhibitors fully in all promotional and publicity efforts
- Assist on-site at the Fair in any capacity as determined by the Employer
- Must be available for entire period from 2 – 25 January 2026 (inclusive + including weekends)

This is a contract position running from October 2025 to January 2026 (4 months). It's a fantastic opportunity for someone looking to advance their career in the marketing or art industries while enjoying a dynamic and exciting work environment.

To apply, kindly send your cover letter and CV to Emma Battaglione at emma@artsg.com. Applications close 16 September, 2025.