



JOB DESCRIPTION | ART SG VIP EXECUTIVE

JOB SUMMARY

Reporting to the Fair Director and Head of VIP Relations, the ART SG VIP Executive 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.

In addition to this, the VIP Executive will provide essential support and coordination of the VIP campaign, across three main areas: VIP Program (including local and regional event planning and coordination, the roll out of VIP passes, and database management), VIP Communications, and VIP Partnerships.

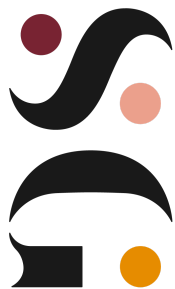
ABOUT ART SG

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

- Support all aspects of the VIP campaign and VIP program roll-out, including VIP physical and digital pass distribution and responding to any needed support issues from VIPs.
- Ensure database management and hygiene.
- Support the launch of the VIP portal and ensure it goes live by target deadlines.
- Support VIP events: event planning, coordination and managing RSVPs.



ART SG

23—25 Jan 2026

Marina Bay Sands
Singapore

Founding and
Lead Partner



- Ensure frequent communications with VIPs in the lead up to the fair, working with the Marketing team to develop quality eDM campaigns.
- Work closely with the Marketing team to ensure VIP collaterals are delivered in a timely fashion.
- Provide logistical support for regional VIP Events, liaise with vendors and venues, and manage RSVPs with regional VIP Representatives as required.
- Support gallery VIP pass requests / VIP requirements.
- Assist the VIP department 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 Joan soon at joan@artsg.com.
Applications close 15 September, 2025.