

ART SG | Admin & Operations Internship

ART SG is Southeast Asia's leading international contemporary art fair, held annually at Marina Bay Sands Expo and Convention Centre in Singapore. Launched in 2023, the fair presents a world-class line-up of international and regional galleries alongside large-scale installations, film and moving image works, panel discussions, and performances. Coinciding with Singapore Art Week, the next edition will take place on 23 – 25 January 2026 (Preview & Vernissage on 22 January).

Co-founded by three of the world's leading art fair organisers: Sandy Angus, Tim Etchells, and Magnus Renfrew. Collectively, they bring over 50 years of experience in the sector and have successfully co-founded and launched more than a dozen fairs worldwide over the past 15 years. For more information on ART SG please visit: <https://artsg.com/>.

ART SG is looking for a professional, well-organised and detail-oriented intern to support the Director of Exhibitor Operations and Operations Manager in the lead up to and during the fourth edition of ART SG.

To apply submit your CV and cover letter addressing the points below to Debora Ferrarini, Director of Exhibitor Operations, debora@artsg.com.

Internship Period | November 2025 – January 2026

- November 2025 to January 2026 – 5 days a week
- Must be available for entire period 5 – 25 January 2026 (24 and 25 Jan weekend inclusive)

Internship Details

- Provide general administrative support to the Director of Exhibitor Operations and Operations Manager, both pre-fair and on-site
- Maintain and update the exhibitors' database
- Coordinate the scheduling, production, and distribution of vehicle passes pre-fair and on-site
- Support the distribution of the External Shipper Manual and liaise with shipping and logistics partners
- Assist in the consolidation and management of access passes and wristbands for contractors, suppliers, and partners
- Oversee the production of Exhibitor Welcome Packs and Artwork Release Forms
- Provide administrative support for feature fair sectors: Platform (large-scale installations) and Film (moving image artworks)
- Organise and manage the on-site Exhibitor Service Desk
- Manage orders for on-site food, stationery, and technical equipment
- Coordinate the production of all printed materials for exhibitors on-site

Prerequisites

- Must be a Singapore citizen, permanent resident, or hold a work permit
- High level of communication skills
- Good attention to detail
- Experience using Microsoft Office (Word, Excel, PowerPoint)