



ART SG

22—24 Jan 2027
Marina Bay Sands
Singapore

Founding and
Lead Partner



ART SG | Fair Coordinator

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 22 – 24 January 2027 (Preview & Vernissage on 21 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 seeking a passionate, professional, and highly organised Fair Coordinator with strong attention to detail. The ideal candidate is confident managing multiple workstreams in a fast-paced environment and demonstrates excellent communication skills alongside a collaborative mindset. A genuine interest in the arts sector is highly valued, as is a proactive and solutions-oriented approach. Reporting to the Director of Exhibitor Operations and working closely with internal teams across Sales, Marketing, Programs, and Operations, this role plays a key part in delivering a seamless and engaging experience for participating galleries.

Key Responsibilities

Sales & Database

- Manage and maintain the CRM database, including bulk updates, re-tiering, and creating/updating fair participation sales records (notes, sales status, and related information).
- Ensure gallery contact information is accurate and up to date.
- Maintain detailed records of gallery participation in external fairs.
- Generate and export sales reports as required.
- Prepare targeted contact lists for sales trips and mail merges.
- Manage sales trip mail merges, track and respond to replies, conduct follow-ups, and coordinate meeting bookings.
- Coordinate and manage travel bookings for the sales team, including flights and accommodation arrangements.
- Schedule post-fair feedback calls with galleries.
- Conduct cold outreach to galleries to arrange sales meetings and support follow-up communications.

Gallery Content & Communications

- Coordinate with participating galleries to ensure timely submission of all required content and materials, providing guidance on specifications, deadlines, and requirements.
- Process gallery PR & Marketing Forms, ensuring accuracy, tracking discrepancies, and liaising with galleries to resolve issues.
- Process Gallery Booth Highlights Forms, ensuring accuracy and following up on any inconsistencies.
- Maintain and manage artwork content records, including filing, editing, fact-checking, and requesting additional materials (images, copy, video) as needed.

- Track promotional restrictions and collaborate with the Marketing team to ensure accurate representation across all communications.
- Work closely with the Galleries and Marketing team to develop ad hoc content for external needs (e.g. tour routes, awards shortlists, and special projects).

Platform (Installations/Performances) & Film Program

- Process all Platform and Film proposal submissions.
- Support the Fair Director and sector curator in finalising artwork selections.
- Liaise with galleries to obtain missing information and required details.
- Confirm artwork selections with galleries and communicate next steps in collaboration with the Program Coordinator.
- Collaborate with the Marketing team on promotional content and update program pages on the website alongside the Program Coordinator.

Operations

- Provide administrative support to the Director of Exhibitor Operations and Operations Manager.
- Coordinate and manage external shipper schedules.
- Consolidate and manage vehicle passes for external shippers, suppliers, and contractors (pre-fair and on-site).
- Distribute the External Shipper Manual to all relevant parties.
- Coordinate distribution of access passes and wristbands for contractors, shippers, sponsors, staffing agencies, and organisers.
- Prepare and update operational materials, including manuals, FAQs, incident reports, booking forms, and floor plans.
- Assemble Welcome Packs and Artwork Release Forms, including document updates, printing, and collation.
- Arrange catering and food orders for on-site staff.
- Coordinate stationery and technical equipment orders.
- Organise and maintain the on-site organisers' office.
- Manage the Exhibitors' Information Desk during the fair.

Key Requirements

- Bachelor's degree in a relevant field.
- Previous experience within an art fair, museum, gallery, or comparable arts or events environment.
- Highly organised with strong attention to detail and the ability to manage multiple priorities.
- Excellent interpersonal and communication skills, with the ability to engage effectively with a range of stakeholders.
- Strong computer literacy, with proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Must have the legal right to work in Singapore.

How to Apply

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