



ART SG | VIP EXECUTIVE

JOB DESCRIPTION – Only PRs and Singaporeans to apply.

ART SG is Southeast Asia's global 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 (VIP 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/>.

Role Overview

Reporting directly to the Head of VIP Relations, the ART SG VIP Executive is an integral role responsible for the operational execution and facilitation of the VIP strategy and program. This position requires strong proficiency in Customer Relationship Management (CRM), which is crucial for success and will be a significant advantage. The core mission is to assist and work closely with the Head of VIP Relations to execute the VIP Strategy for ART SG to encourage a strong, high-quality attendance of local, regional, and global high net worth individuals (HNW), prominent buyers, established collectors, influential curators, and key art world professionals, ensuring seamless coordination for their attendance at the fair.

Key Responsibilities

1. CRM & Database Management

- Collaborate closely with the Head of VIP Relations to research, identify, and strategically engage with High Net Worth (HNW) contacts across diverse relevant industries.
- Proactively manage and continuously develop the ART SG VIP database, ensuring comprehensive data integrity, accurate contact details, and detailed records of engagement history are uploaded and maintained.
- Assist in generating targeted guest lists and compiling analytical reports from the CRM system to track invitation responses, attendance metrics, and engagement patterns.

2. Regional VIP Acquisition & Liaison

- Provide robust operational and logistical support to South East Asia (SEA) VIP representatives on local activations, including coordinating event materials and managing communication flow.



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- Work closely with the Head of VIP Relations to ensure all VIP Representatives are fully informed and consistently updated on developments related to ART SG, particularly regarding database management protocols and fair programming.
- Facilitate clear and consistent communication channels between the central ART SG team and regional representatives.

3. VIP Support & Logistics Management

- Oversee administrative procedures, including assisting the Head of VIP Relations with ensuring all vendor and partner payments related to the VIP program and events are processed and completed timely.
- Manage all facets of VIP logistical arrangements, including coordinating travel manifests, ground transportation, accommodation, special VIP programmes, and other complex logistical requirements.
- Handle VIP accommodation bookings, serving as the primary liaison directly with contracted hotels and various vendors to efficiently fulfill all guest requests and negotiate requirements.
- Maintain the dedicated VIP inbox, prioritizing prompt, professional, and accurate replies to all incoming queries, and triaging and escalating complex issues to the Head of VIP Relations when necessary.
- Prepare and dispatch personalized VIP invitation materials and welcome packets ahead of the fair.

4. Onsite Fair Execution

- Commit to being fully onsite throughout the duration of the fair and during associated offsite events, private dinners, and satellite events.
- Provide continuous, high-level assistance and personalized service at key VIP locations, including the VIP desk, VIP lounge, and designated registration areas, ensuring smooth flow and an exceptional guest experience.
- Manage and support the streamlined registration and distribution of VIP passes where needed from galleries and attending VIP guests.
- Serve as an immediate point of contact for VIPs, effectively resolving any immediate concerns or issues that arise onsite.

5. Key Requirements



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- Bachelor's degree in a relevant field.
- Experience engaging High Networth Individuals (HNWI) and VIP clients
- Strong organizational skills and attention to detail, capable of managing 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), Adobe Suite and Figma
- Must have the legal right to work in Singapore.
- Strong proficiency in Customer Relationship Management (CRM) software, which is crucial for success.
- Proven experience in complex event logistics and VIP accommodation management.

To apply, please send your CV and cover letter explaining why you would be a great fit for this role to Joan Soon, Head, VIP Relations at joan@artsg.com