ART SG
22—24 Jan 2027
Marina Bay Sands
Singapore
Founding and Lead Partner UBS

ART SG VIP Relations Intern

Job Description & Application Details

About ART SG

ART SG is Southeast Asia's premier global contemporary art fair, held annually at the 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 from 22–24 January 2027 (with VIP Preview & Vernissage on 21 January).

Co-founded by leading art fair organisers Sandy Angus, Tim Etchells, and Magnus Renfrew, the leadership team brings over 50 years of collective industry experience and has successfully launched more than a dozen fairs worldwide. For more information, visit artsg.com.

Role Overview

ART SG is seeking an organized, detail-oriented VIP Relations Intern to join our team. Exceptional candidates may be considered for full-time roles leading up to the fair.

Application Details

Duration: Immediate start through 31 January 2027.

To Apply: Please send your resume to joan@artsg.com

Key Responsibilities

- Provide comprehensive administrative, operational, and logistical support to the Head of VIP Relations and the broader VIP team
- Assist with target prospect research, data auditing, and market intelligence management
- Maintain, curate, and update the global VIP database to ensure high data integrity

- Manage, monitor, and handle client correspondence for the dedicated VIP inbox, serving as a primary point of contact
- Manage event RSVPs, guest lists, accreditation, and ticketing allocation for fair programs and ancillary side-events
- Assist with the execution of on-site VIP lounge operations, guided tours, and concierge services during fair week
- Collaborate across internal departments including Marketing, Operations, and Gallery Relations to facilitate seamless guest experiences

Requirements & Qualifications

- Proficient in Adobe Illustrator is a must
- Self-starter with a creative, resourceful approach to research
- Strong written and verbal communication skills
- Meticulous attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiarity with Adobe Photoshop is preferred

Experience with Mailchimp and WordPress is a plus