



**ART SG**

19 - 21 JAN 2024  
MARINA BAY SANDS  
SINGAPORE

FOUNDING AND  
LEAD PARTNER



## ART SG VIP EXECUTIVE

### JOB DESCRIPTION

Singaporeans or PR applicants only

### JOB DESCRIPTION (contract based - till 26 January 2024)

- Reporting to head of VIP relations, the ART SG VIP executive's role is to assist and facilitate the VIP strategy, VIP program. CRM management is crucial and experience will be a great advantage.
- To assist and work closely with head of VIP relations to execute the VIP Strategy for ART SG to encourage a strong attendance of local, regional and global high net worth individuals, buyers, collectors, curators, and art world professionals - and to co-ordinate a strong attendance at the fair.

Interested applicants should send in their CV with a cover email to [joan@artsg.com](mailto:joan@artsg.com) by 25 August 2023 with the Subject: Application for ART SG VIP Executive

### DUTIES:

#### CRM

- Work with Head of VIP relation to research, identify and engage with HNW contacts across industries.
- To continuously develop, update and maintain the ART SG VIP database, ensuring accurate and detailed information is uploaded

#### Regional VIP Acquisition

- To support South East Asia VIP representatives on local activations.
- Assist the head of VIP relations to ensure the VIP Representatives are fully updated with developments related to ART SG Database Management

#### Support

- Support the Head of Relations to deliver a smooth and delightful experience for all VIPs and participating galleries.
- Support all aspects of VIP management, including travel, accommodation, VIP programmes, and other logistical matters.
- Support VIP inbox queries and ensure replies are timely with the accurate information.

#### Onsite at the Fair

- To provide constant assistance at the VIP desk, VIP lounge etc.
- To support VIP passes registration where needed from galleries