



## **ART SG | Internship in Operations and Exhibitors Administrative Support**

The highly anticipated launch of ART SG, Southeast Asia's largest ever art fair, presented 164 of the world's leading galleries hailing from Singapore, Southeast Asia, Asia Pacific and across the world. The Fair attracted a truly global audience with over 42,000 visitors attending. For more information on ART SG click [here](#).

ART SG is part of The Art Assembly an affiliation of major international art fairs with a particular focus on the Asia Pacific region comprising ART SG, Taipei Dangdai, India Art Fair, Sydney Contemporary, PHOTOFAIRS Shanghai, and Tokyo Gendai. It represents a joint initiative between three of the world's leading art fair organisers headed by Sandy Angus, Tim Etchells and Magnus Renfrew. For more information on The Art Assembly click [here](#).

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ART SG is looking for a passionate, professional, well-organised and detail-oriented intern.

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

### **Internship Period and Working Days – Start date 30 October**

- 4 days a week: November
- 5 days a week: December
- Must be available for entire period 2 – 22 January 2024 (13,14 and 20,21 weekends inclusive)

### **Internship in Operations and Exhibitors Administrative Support**

- General administration support to Director of Exhibitor Operations per-fair and on-site
- Support in organising and proofing data submitted via the Exhibitor Portal, as well as keeping track of submissions
- Administration support on feature fair sectors pre-fair and on-site:
  - Platform (large scale installations)
  - Film (moving image artworks)
  - ArtScience Museum Oculus and VR
  - Cultural Partners
- Support with access passes submission and production
- Support with vehicle passes production and submission
- Proofing exhibitors' signage
- Production of all printed material for exhibitors on-site
- On-site organisation of Organisers' Office
- Provide research support to the galleries team

### **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)
- Experience using Photoshop, Mailchimp, WordPress – preferred but not essential