

Fair Coordinator, Affordable Art Fair Hong Kong

The Company

The Affordable Art Fair's formula is simple – a relaxed, unstuffy environment in which people feel confident to explore, learn about and buy contemporary art under a ceiling price of HK\$100,000. The Affordable Art Fair was founded in 1999 and now hosts 13 fairs annually, around the world including London, New York, Singapore, Hamburg, and Stockholm. In 2016, the company launched an online marketplace allowing our customers to sell and buy art anytime.

One of the biggest Affordable Art Fairs in 2018, the well-established Hong Kong fair welcomed 25,000 visitors and is a must-attend event attracting city professionals, families, celebrities and art insiders. The wide price cap of artworks caters for first time buyers looking for under \$10,000 as well as seasoned collector looking for fresh international artists. The aim of the fairs is to expand the art market as a whole by organising fairs that are welcoming, fun and educational, so democratising the art world and empowering the least knowledgeable, whilst benefiting galleries and artists. Please see www.affordableartfair.com for more details.

The Role

The Fair Coordinator is a hands-on, dynamic, practical and fun intern to support our galleries and produce an inspiring, stylish and educational event. The role is predominantly focused supporting the Fair Manager on international and local gallery relationships and administration required for galleries to exhibit at a successful fair.

General overview of responsibilities

- Support Fair Manager on gallery liaison and on-site fair logistics
- Assist on creative planning and execution of fair features such as Young Talent and Special Projects
- Organise and arrange a memorable and fun exhibitor party and after-party
- Lead and inspire gallery fair assistants at the fair
- Administrative support on exhibitor forms including stand plan, supplementary orders, collating artists information and shipping logistics
- Proactive communication with external contractors to ensure smooth operations of the fair
- Contribution and proof reading of materials

The role requires the following attributes

- Excellent communication skills with fluent spoken English and Cantonese are compulsory
- Ability to manage financial and other information in excel and access databases
- Acute attention to detail, high efficiency and practical organisational skills
- Exceptional prioritising and multitasking abilities to perform to tight deadlines and under pressure
- Proactive work ethic with perseverance and dedication
- Team player, passion for art and willing to have fun

Job Specifications

The intern will work report directly to Fair Manager and support the fair team. This is a full-time contract position, working 5 days per week from January 2019 to May 2019 (inclusive). As with most events there may be extended hours on some occasions and also a request to work in other areas to ensure the success of the event. Pay depending on experience.

If you are interested to apply, please send a CV and covering letter to May Wong, Fair Manager on hongkong@affordableartfair.com. Please submit your application by 7 December and interviews from 11 – 14 December.