

FAIR MANAGER, HONG KONG

The Affordable Art Fair is on the lookout to hire a hands-on, dynamic, practical, and fun individual to support our galleries and produce a fun, inspiring and stylish event! Are you the one for the job? The Fair Manager role is predominantly focused managing the gallery relationships and administration required for galleries to exhibit at a successful fair.

ROLE AND RESPONSIBILITIES:

Support a wide range of galleries to exhibit at Affordable Art Fair

- Support the team to sell the Fair to galleries
- Participate on selection panel and advise on gallery and artist selection
- Responsible for managing gallery relationship and administration e.g. sending out manuals, application forms, chasing documentation, providing advice, allocate stands and support for stand plans and extra orders
- Allocating gallery stands and floor planning
- Manage the Fair within global intranet including purchase requests, exhibitor applications, stand plans, milestones, checklists, invoices, CRM database, reporting, payment approvals
- Assist Financial Manager in raising invoices and chasing payment

Produce a fun, inspiring and stylish event

- Coordinating onsite features e.g. Young Talent Hong Kong, Installation Programme, Artis
- Manage all production relationships with stand builders, furniture providers, shipping and supporting venue relationship.
- Designing floor plans, features, planning production schedules and organising gallery build and breakdown
- Trouble shooting production and logistical problems to ensure exhibitor happiness

Attracting visitors to the Fair

- Develop marketing strategies in collaboration with Fair Director and Marketing Manager
- Contribution and proof reading of all marketing materials

Support our family of sponsors and creative partners

- Help develop creative partnerships with art organizations, galleries and artists and support onsite requirements

THE ROLE REQUIRES THE FOLLOWING ATTRIBUTES:

- At least 3 years project or events experience in galleries, agencies, or events companies
- Excellent communication skills to develop relationships with galleries, suppliers, and sponsors
- Proactive work ethic with perseverance and dedication
- Acute attention to detail, high efficiency, and practical organisational skills

- Ability to manage financial and other information in excel and access databases
- Exceptional prioritising and multitasking abilities to perform to tight deadlines and under pressure.
- Team player, passion for art and willing to have fun!
- Languages: English and Cantonese

J O B S P E C I F I C A T I O N S :

- The Fair Manager will report to the Fair Director and work closely with Regional Managing Director and Singapore Fair Manager.

If you are interested to apply, please send a CV and covering letter to Regina Zhang by email on regina@affordableartfair.com by 10 December 2021.

W H A T I S T H E A F F O R D A B L E A R T F A I R ?

The Affordable Art Fair was founded in 1999 by Will Ramsay in London and has grown to be one of the world's leading and most popular contemporary art fairs with over 1.5 million visitors since 1999 and art sales of over USD \$260 million (HK\$2,100 million). Affordable Art Fairs aim is to develop the contemporary art market by attracting both new art buyers and established collectors. The signature event is fun, inspiring, sophisticated, informative, and pressure-free which enables visitors enjoy and buy art. The relaxed and fun atmosphere has become a winning formula and there are 16 fairs annually around the world. Affordable Art Fair Hong Kong launched in 2013 and our second Affordable Art Fair in Hong Kong in March 2014 had over 120 local and international galleries and record attendance with over 29,000 visitors.

For more information, please see www.affordableartfair.com.