

UK FAIR COORDINATOR

The Affordable Art Fair is on the lookout to hire a hands-on, dynamic, and proactive, individual to support our galleries and produce an engaging, inspiring, and stylish event.

THE COMPANY

The Affordable Art Fair 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 £7,500. Founded in 1999, the Affordable Art Fair is the world's biggest art fair organiser and now hosts 10 physical fairs annually around the world, including New York, Singapore, Hong Kong, Stockholm, and Melbourne, and also hosts an online marketplace. It is owned by Ramsay Fairs, which also includes Pulse and VOLTA Art Fair.

The UK is the flagship market for the Affordable Art Fairs and was the jumping off point for the very first edition in Battersea over two decades ago. Today, each of the UK fairs welcomes between around 100 local and international galleries and attracts an audience of approximately 17,000 visitors to each. Our overarching aim is to help more people discover the joy of collecting. To expand the art market by organising a fair that is welcoming, fun, and educational; empowering our visitors to make purchases and benefiting galleries and artists. Please see www.affordableartfair.com for more details

THE ROLE

This is a dynamic role, primarily focussed on supporting the UK fair team to develop content and to manage exhibitor and supplier relationships, to deliver an exceptional user experience for our galleries, visitors, and respective partners. The role involves taking ownership of the administrative processes required to run successful exhibitor-focussed, public-facing events. The Fair Coordinator will receive coaching from our experienced team and have exposure across all aspects of organising an art fair.

Reporting jointly to the Fair Manager and Fair Operations Manager, currently working across three UK fairs, this role requires a high level of organisation, a proactive attitude, and the ability to work under pressure in a team environment.

GENERAL OVERVIEW OF RESPONSIBILITIES:

Supporting both the Fair Manager and Fair Operations Manager on gallery and contractor liaison, planning, and on-site fair logistics.

Gallery liaison

- Point of contact for galleries throughout the year, providing excellent customer service and ensuring a great fair experience
- Coordinate elements of gallery participation, including mailouts and order forms, via the company systems (Salesforce, Box, Excel, exhibitor portal) including stand plan, supplementary orders, collating artists information and shipping logistics
- Sell stand extras, in liaison with fair team, to deliver stand extras budget
- Assist in organising a memorable and fun exhibitor party

Planning for creative content and onsite fair logistics

- Collaborate with fair team and wider AAF staff in research, planning and implementation of content ideas and fair development
- Support fair team in researching new suppliers and producing analytical recommendations for agreement with team
- Proactive communication with external contractors to ensure smooth operations at the fair
- Take ownership of essential procedures (e.g. licence applications and organising exhibitor badges etc.) and ordering of miscellaneous supplies and equipment

Working onsite at fairs

- As part of the Fair team, set-up the site for galleries and visitors, oversee signage, furniture installation and stand build
- Recruit and manage up to 30 temporary Fair Assistants for each London fair, ensuring this team operates efficiently and effectively onsite
- Take responsibility for exhibitor-focused events on site, including logistics, catering, AV, and tech
- Work closely with external partners and contractors to deliver a successful, positive, and fun event

Finance, research, and reporting

- Take responsibility for designated budget lines, ensuring all costs and income are accounted for, to ensure accurate forecasting and out-turn
- Close liaison with finance team to ensure correct and timely invoicing, payment and reporting, and efficient information flow
- Research and budgeting for ad hoc projects that may arise, in liaison with fair team
- Administration associated with maintaining accurate budgets and financial reporting

General administration

- Manage systems, including databases, email account, and updating master timeline
- Contribution to and proof reading of gallery and visitor materials such as fair guide, exhibitor manual and gallery communications
- First point of contact for incoming office enquiries – phone, email, in person
- Research and organise the office Christmas party and any other ad hoc office events

THE ROLE REQUIRES THE FOLLOWING ATTRIBUTES:

- Excellent communication skills and confidence in dealing with galleries, contractors, and visitors
- Acute attention to detail, high efficiency, and practical organisational skills
- Ability to prioritise and multitask, working well under pressure to meet deadlines
- Creative problem solver with proactive work ethic, perseverance, and dedication
- Team player, passion for art and willing to have fun
- Interest in event management and keenness to learn and progress in the role

Salary

Salary will be commensurate with experience.

How to apply

Please send your CV and cover letter to ukapplications@affordableartfair.com. We are accepting applications on a rolling basis. Please send through your application ASAP.