

STPI

Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Assistant Manager / Senior Executive (VIP & Gallery Liaison)
Department	Projects
Reporting To	Assistant Director, Projects
Subordinate(s) (if applicable)	Not Applicable

Overall Job Objectives:

The Assistant Manager / Senior Executive (VIP & Gallery Liaison) will handle all matters pertaining to VIPs and participating galleries for S.E.A. Focus.

Core Responsibilities:

The Assistant Manager / Senior Executive (VIP & Gallery Liaison) will:

- Support the Assistant Director (Projects) and Senior Manager (Projects & Operations) to deliver a smooth and delightful experience for all VIPs and participating galleries.
- Oversee all aspects of VIP management, including travel, accommodation, VIP programmes, and other logistical matters.
- Receive, welcome and act as the guide for VIPs during the event.
- Oversee all aspects of participating galleries, not limited to logistics of the fair, artworks, booth and gallery packages.
- Serve as the primary contact with galleries and develop in-depth knowledge of the galleries' presenting artworks, artists and biographies.
- Create and maintain relationships with the galleries and other relevant industry contacts.

Job Specifications:

- Bachelor's Degree from a recognised University.
- Minimally 3 years of working experience in Account Management or Relationship Management.
- Fluent in English and one other language.
- Excellent communication/public speaking skills.
- Possess poise and confidence.
- Calm and unflustered in difficult situations.
- Ability to think on the feet and adapt to the circumstances.
- Team player and positive attitude.
- Passion for the arts.
- Familiarity with the visual arts scene in Singapore is an asset.