



Job Description

Job Title: Artists Liaison Assistant Internship

Department: Production

ARTROOMS: Held over 4 days, 'ARTROOMS' Fair fills an entire floor of the Meliã White House Hotel (Regent's Park) with over 70 international up-and-coming artists who will exhibit their talent to leading buyers, agents & journalists, all for free

Job Summary:

ARTROOMS is seeking an enthusiastic and committed individual to assist with all aspects of the relationship between the artists and the ARTROOMS organization.

The Artist liaison role is one of the key roles in ensuring the fair runs smoothly and that artists enjoy a well organised, stress art fair. The role relies on an attention to detail and an empathy with the travel needs of the artist.

Location: Meliã White House Hotel, Albany St, London NW1 3UP (Regent's Park, London).

Hours: 8 hours per day (10 am - 6 pm)

Salary: This is a full time internship position. Travel and food costs are not covered.

Internship period: Jan 2nd 2018 - Jan.22nd 2018

Job Vacancies: 1 position

To Apply: Please email us at production@art-rooms.org and attach your current CV (if available).

Application closing date: **30 November 2018**

Interview date: **10 December 2018**



Main tasks

- Artist liaison
- Artist air and ground travel arrangements and booking
- Artist and key contract staff accommodation booking
- Creating a clear schedule for artist and staff travel throughout the Fair
- Develop and run the artist liaison programme -- including welcome packs, pickups, minders etc.
- Assistance with gaining artist publicity information for inclusion in the programme
- Manage incoming and outgoing artworks
 - Check integrity of incoming and outgoing parcels
 - Catalogue incoming artwork.
 - Allocate and direct artworks to assigned rooms in the venue
- Carry out any other tasks as can be reasonably expected from this position.
- Support of the Director, providing assistance in other areas if needed
- Write an artist liaison report following the completion of this contract, and outlining what worked and what could be improved upon.
- Communicating travel arrangements to artists.

Key personal attributes & skills required

- An appreciation for the visual arts
- Competency in using IT systems, particularly Excel
- An effective team worker who shows initiative and takes ownership of the role
- Proven ability to meet deadlines and work under pressure
- Strong attention to detail
- Excellent communication skills, including conflict resolution
- A happy host, with the ability to make artists and performers feel at ease and welcome on arrival in London.
- Must be London Based.

Key skills

Attention to detail, works well under pressure, great communication skills, happy disposition, IT competent, works well in teams.

Our ideal candidates will also:

- Represent ARTROOMS in a professional manner at all times.
- Demonstrate strong communication and interpersonal skills
- Have good organization skills
- Comply with ARTROOMS health & safety requirements and be aware of and adhere to current ARTROOMS policies and procedures.
- Perform any other duty as required by the line manager in line with the post.



At the end of the internship we will evaluate your performance and will consider you for a position on the following ARTROOMS fair.

Upon request from the intern, the organisation can issue an internship performance certificate for their use at the end of the internship.

Tips

- **Be Informed.** Look through our website before you get to the art fair and visit pages like our exhibitor list. Learn as much as you can about the art fair, especially the layout, since once you represent the fair, people will come to you for information!
- **Be Flexible.** It's a huge help to us when interns are patient and understand that we may need them to do a different task than they'd originally been assigned. That being said, we'll do our best to keep you happy.

