



## Job Description

**Job Title:** Fair Production 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 delivery of our event production activity.

Working in the ARTROOMS Fair the Production Assistant will work as an integral member of the fair's small production team reporting directly to the Vice President/Show Director. The successful candidate will provide key administrative support and production assistance. This will involve liaising with national and International artists, galleries, national art institutions, VIP guests and public. In addition to that, there will be an array of creative people to assist in the production, growth and marketing of the art event. This is an exciting opportunity for a creative and innovative individual looking to work in all aspects of the show, from start to finish.

**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 2<sup>nd</sup> 2018 - Jan. 22<sup>nd</sup> 2018

**Job Vacancies:** 3 positions



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

Application closing date: **30 November 2018** Interview date: **10 December 2018**

### **Key Accountabilities**

- Assist Show Director on all aspect of show production
- General office administration
- Liaise with exhibitors, partners, visitors, show service providers and suppliers
- Research industry and market related news/announcements
- Manage exhibitor accounts including services, invoicing and production deadlines
- 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
- Manage visitors during event
  - Organise and manage ticket sales during the event
  - Assisting visitors with the exhibition experience
- Coordinate prints, signs and graphics pack for the venue
  - Set-up signs and posters across the venue
  - Follow printing of tickets and any other outstanding graphics to print
  - Coordinate merchandising.
- Comply with the Meliã hotel and department policies and procedures at all times.
- Be aware of the Hotels fire and emergency procedure.

### **POSITION Minimum Qualifications/Skills**

#### **REQUIREMENTS**

The ideal candidate for this position will possess a degree in marketing or a related discipline, and experience working on events and/or as a coordinator or assistant in a fast-paced environment.

#### **Our ideal candidates will also:**

- Represent ARTROOMS in a professional manner at all times.
- Show an appreciation for the visual arts
- 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.
  - Have a self starter attitude and the ability to take ownership of projects up to completion
  - Have excellent computer/technical skills using outlook, database management, Adobe, Microsoft Office, Suite (Excel, Word, PowerPoint etc.)

*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.

