



VIP Relations Executive, Taipei Dangdai

Taipei Dangdai is a new international art fair taking place from 18-20 January 2019 at the Taipei Nangang Exhibition Center. The Fair will bring together 80 of the leading galleries from Taiwan, Asia and the Rest of the World, with an emphasis on galleries and artists from Asia, and leading galleries from elsewhere who have shown a continued commitment to showcasing their program in Asia.

The VIP Relations Executive will manage a VIP Program that engages collectors, art professionals and museums with a view to secure their attendance at the fair, provides networking opportunities and promotes the rich cultural fabric of Taipei.

With direction from the Fair Manager, the VIP Relations Executive will be responsible for general office administration and fair preparation in all aspects of the planning, implementation and execution of the VIP Program.

Responsibilities

- Support the Fair Director and Fair Manager in the overall development of the VIP Strategy
- Manage the planning and execution of all VIP programming during the fair
- Manage VIP timeline and budget
- Execute VIP research
- Accurate and timely database management
- Act as main point of contact for VIP enquiries and with direction from Fair Manager, make decisions on access level
- Support the Fair Director and Fair Manager in dealings with key VIPs
- Process all VIP requests from representatives, galleries, sponsors and other key fair personnel
- Manage RSVP process and guest lists for all VIP events
- Working with the Fair Manager and Marketing Coordinator, provide administrative support on the execution of all VIP communications, including designations, VIP packages, EDM's, and thank yous
- Coordinate VIP Desk and VIP staffing during the fair, including hiring and training
- Responsible for coordinating communications to Advisory group in conjunction with Fair Director and Fair Manager

Attributes

- Planned and organised - manage multiple programs and comfortable working on many things at a time. You will need to be able to prioritise a considerable workload
- Assertive and outgoing - confident in networking and substantial experience in outward facing roles
- Self-starter and ambitious - you will be working on a small team in a start-up environment and will be expected to meet challenging deadlines
- Well spoken, with great presentation and communication skills
- Well informed about the art world
- Adaptable team player - prepared for a fluid role where hands-on work outside the immediate scope of the role will be required

Other requirements

- University educated
- Excellent verbal and written English and Mandarin language skills
- Strong IT skills

Terms/Structure

- Full time position
- Reports to Fair Manager
- Salary commensurate with experience
- Based in Taipei

Interested candidates should send CV with cover letter to info@taipeidangdai.com