



VIP MANAGER

Event: Sydney Contemporary
Role Type: Contract
Salary Range: Dependent on experience
Reporting To: Director of Partnerships, VIP & Programs
Start Date: 1 June 2019 (flexible)
End Date: 18 October 2019

Sydney Contemporary, Australasia's premier international art fair, returns from 12-15 September 2019 [VIP Preview 11 September, Opening Night 12 September] with the country's largest and most diverse gathering of local and international galleries. Staged at Carriageworks, Sydney's striking multi-disciplinary arts precinct, the Fair welcomes over 90 galleries from around the Pacific Rim with strong representation from Australia, New Zealand and South East Asia.

We are seeking a results-focused and enthusiastic VIP Manager to join the Sydney Contemporary team and assist with our VIP Program. As the VIP Manager, you will work alongside the Director of Partnerships, VIP & Programs to implement the VIP Program events, tours and administration leading into the Fair. You will have high attention to detail, strong verbal and communication skills, and project management skills and experience.

KEY RESPONSIBILITIES

- **VIP Program & VIP Communications**
 - Assisting with VIP program and coordinating VIP Program tours.
 - Managing RSVPs and VIP email address
 - Managing the VIP logins, unique QR code and password
 - Data management using ZOHO & Coordination of gallery VIP nomination process
 - Facilitating the international and local mailing and tracking of VIP pack to VIP database, exhibiting galleries, sponsors and partners.

- **Event Management (Pre-Fair & Onsite)**
 - Support coordination of special projects and events both prior to and during the event, onsite and externally, and manage RSVP lists for said events
 - Source quotes and book staff, glassware, catering, security
 - Managing VIP Desk and registration onsite, managing VIP lounge staff



- Attending/ overseeing all activities on the VIP program in order to network and ensure the smooth running of the events
- **VIP- (Post Fair)**
 - Post Fair reporting: assisting with VIP post show questionnaire, VIP post show report and key recommendations for next edition
 - Debrief with VIP Liaisons and make recommendations for next edition
 - Database management: updating database with new details for return to senders
- **VIP Acquisition**
 - Assisting with VIP database research and cultivation of local and international art world, active collectors and key influencers
 - Assisting with developing museum group engagement: institutions, cultural groups and museums
 - Assisting with coordinating VIP Liaisons and Ambassadors

KEY SELECTION CRITERIA

- Excellent written communication skills
- Excellent attention to detail and accuracy in data management
- Confident with strong interpersonal skills and excellent verbal communication skills;
- Strong planning and time management skills, with the ability to manage competing tasks and work under pressure;
- Ability to work independently and take direction as required;
- Ideally a working knowledge and interest in Australia's contemporary art scene;
- Discipline and resourcefulness, with the ability to think laterally and solve problems creatively;
- Proficient in Microsoft Excel, Word and Outlook;

SALARY AND HOW TO APPLY

The position is a contract role and offers a salary commensurate with experience. To apply, please send through your CV and a tailored Covering Letter addressing key criteria outlining why you would like to work at Sydney Contemporary and what you will bring to the role to Lyn Moran at lyn@artfairsaustralia.com.au