

MARKET ART FAIR

Communications & Project Coordinator

Market Art Fair is looking for a **Communications & Project Coordinator** to join our small and dedicated team. This is a varied role combining communications and marketing with project management and relationship building. You will work across digital communication, audience engagement and projects related to the fair, with responsibilities shifting depending on the time of year and current projects.

The role includes communicating with our wider audience, galleries and VIP guests, as well as planning and coordinating projects from idea to delivery. We are looking for someone who is creative, organized and hands-on, with an interest in culture and an ability to move easily between different types of tasks.

Main responsibilities

- Plan and execute communications and marketing across social media, newsletters, website and other channels
- Manage and develop Market Art Fair's social media presence
- Create and coordinate content and communication materials
- Manage and update the website in WordPress, and support SEO and digital development
- Follow up on communication and marketing activities using Google Analytics and other relevant tools
- Develop communication and relationships with our VIP guests and wider audience
- Produce communication and marketing reports for partners and sponsors
- Project manage and coordinate selected projects related to the fair, from planning to delivery
- Coordinate with external suppliers, partners and other collaborators when needed
- Support the wider team with communication, events and other projects around the fair

We are looking for a person who

- Has experience in communications, marketing, project management or a related field
- Is comfortable working across digital communication, social media and content creation
- Is a confident user of tools and platforms such as WordPress, Google Analytics, Meta and Adobe/Photoshop, and has a basic understanding of SEO
- Has previous experience in project management and is comfortable working with external suppliers, from briefing and coordination to delivery
- Is generally tech-savvy and a confident user of digital platforms
- Has excellent written and verbal communication skills in English and is preferably fluent in Swedish. Exceptions can be made for the right candidate
- Is proactive, takes initiative and enjoys working hands-on
- Is a team player who enjoys working in a tight-knit, fast-paced environment
- Is personable and enjoys building relationships with different kinds of people

Other great skills and experiences

- Has an interest in or experience working with contemporary art and the cultural sector
- Has experience working with events and/or VIP relations
- Has experience coordinating or managing teams
- Has experience producing partner reports and presenting campaign results
- Has experience working with printed materials and knowledge of graphic design

About the position and Market Art Fair

This is a full-time position, starting as a project-based role from January to June 2027, with the ambition for the right person to become a permanent member of the team. We offer a flexible working environment, with an office in central Stockholm, as well as benefits including a wellness allowance ("friskvård"), pension and additional time off in lieu of overtime.

We are a small team working closely together, and we value people who are flexible, collaborative and comfortable taking responsibility across different areas.

We would like to receive your application as soon as possible, no later than **October 18**. Please send your CV and a one-page cover letter to sara@marketartfair.com.

Founded in 2006, Market Art Fair has established itself as a leading market and meeting place for contemporary art in the Nordic region. Over the years, the fair has grown from a small-scale initiative into Scandinavia's longest-running premier art fair. In 2026, Market Art Fair celebrated its 20th anniversary with a move to Magasin 9, allowing the fair to expand both in scale and ambition.

In 2027, Market Art Fair will take place at Magasin 9 from 22–25 April.