

Project Coordinator

Market Art Fair is the leading contemporary art fair in the Nordic region with a strong focus on presenting Nordic artists. Each year we bring together galleries, artists, collectors, partners and art enthusiasts from all over the world to enjoy, collect and discover art, exchange ideas and form relationships in Stockholm.

We are looking for an exceptional Project Coordinator to join our tight-knit team, helping us plan and realize the visions for the 18th edition of Market Art Fair, taking place 17–19 May at Liljevalchs Konsthall and Spritmuseum. To be successful in this position we believe you are driven, highly organized, have strong interpersonal skills and also have a keen interest in contemporary art. The position is project-based from early January to early June 2024.

Main responsibilities:

- Planning, development and delivery of the fair construction, exhibitor coordination and other projects related to the fair
- Exhibitor relations, informing and coordinating all exhibitors with useful information leading up to and during the fair
- Hire and manage event staff at the fair
- Assist the Communication Manager with the production of graphic material and printed matter for the fair
- Assist the Events and Partnership Manager with event planning for partners and sponsors
- Support the Director with coordination of the VIP and Talks programme

We are looking for a person:

- with documented experience in event production and project management, preferably within the culture sector
- with great administrative and organizational skills
- with an eye for detail
- with a prestige-less approach to working with varying tasks
- that is proactive, use initiative, not afraid to ask questions
- that is comfortable working across several projects and has the ability to prioritise conflicting tasks
- that is personable and flexible, we are a small team working closely together

It would be great if you

- have experience of guiding tours
- have a good knowledge and understanding of contemporary art

We would like to receive your application as soon as possible and interviews will be conducted on a rolling basis. Please send your application with your CV and one-page cover letter to info@marketartfair.com.