

Fair production coordinator Market Art Fair

We are looking for an experienced fair production coordinator to join our tight-knit team. To succeed in this position we believe you are highly organised, have strong interpersonal skills and a solid experience of managing large events. We would like you to start as soon as possible and the position is based in Stockholm. The position is a permanent employment ("tillsvidareanställning") with a six-month probationary period, but we are also open to candidates who wish to work in a project based form.

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. The next upcoming fair will take place in May 2025 and will be the largest to date.

Main responsibilities:

- Planning, development and delivery of the fair layout, construction and installation
- Responsible for contact with fair venue (Liljevalchs and other potential future venues)
- Managing contractors including exhibition design company, logistics partner, lightning design, etc
- Being point of contact for exhibiting galleries, during the fair as well as year-round
- Coordinating the gallery application and selection process
- Hire and manage temporary staff
- Actively increase the fair's attractiveness to exhibitors by networking, creating new offers and adapting to industry trends
- Working closely with the rest of the team with tasks such as event planning, graphic design, VIP offers and Talks programme

We are looking for a person:

- With documented experience in event production and project management
- With previous experience of organising a larger physical event
- With experience of managing people
- With great administrative and organisational skills
- With a hands-on, prestigeless approach to working with varying tasks
- Who is a positive team player who enjoys working closely together in a small team
- Who has a good working proficiency in Swedish and English

It would be great if you

- Have an interest in contemporary art and culture
- Have a strong network in the event production industry
- Have other useful skills (could be knowledge in graphic design, ability to write press releases, etc)

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.

Questions about the position can be directed to Josefine Hardstedt +46 73 818 85 00.