



SEPTEMBER 8-10, 2023
JAVITS CENTER

VIP ASSISTANT

The Armory Show, taking place September 8-10, 2023 with a VIP Preview September 7 at the Javits Center in New York City, is seeking an enthusiastic and self-motivated candidate for a temporary position leading up to and during the fair, starting part-time in July and transitioning into full-time in early August. This role offers a diverse set of responsibilities, and valuable insights into the inner workings of one of the world's largest and most prominent international art fairs.

Duties include but are not limited to:

- Assist Head of VIP Relations and Partnerships Associate with:
 - Final off-site event preparations and execution
 - Database entry such as removing duplicate requests and updating individual and institutional contact information
 - Processing RSVPs for VIP events taking place during the fair
- Manage general VIP and RSVP inquiry inboxes and telephone inquiries
- Coordinate shipments via USPS, FedEx, and messenger services
- Conduct research on prominent art collectors around the world and ensure information is saved in the database on a regular basis
- Assist Director of Production in updating gallery information, processing exhibiting gallery VIP requests, and updating personnel information for exhibiting galleries and institutions

On-site Support

- Maintain a professional and organized environment at the VIP check-in desks
- Assist VIP attendees with check-in and answer questions
- Process on-site requests such as RSVPs for VIP events and gallery VIP requests
- Coordinate with show management and art tours managers to welcome VIP guests
- Attend off-site VIP events to assist with event set-up, guest check-in, and event wrap-up as needed

Post-Fair Wrap Up

- Take inventory of: remaining VIP collateral, complimentary tickets, and VIP tote bags; Lost & Found materials; printed collateral such as show maps, show guides, etc.

Requirements:

Applicants must be responsible, detail-oriented, and be able to work independently and multi-task in a fast-paced environment. Required skills include:

- Excellent verbal and written communication skills
- Excellent attention to detail and organizational/administrative skills
- Prior events experience a plus

TO APPLY: Please attach your resume and cover letter as a combined PDF outlining your experience and interest to info@thearmoryshow.com, with the subject line “VIP Assistant.” Only those candidates selected for an interview will be contacted.

All applicants must have the right to work in the US and be available for a hybrid of in-person and remote work.

Merchandise Mart Properties, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard for race, religion, national origin, sex, gender identity or expression, age, status as a protected veteran, among other things, or status as a qualified individual with disability.