



JOB DESCRIPTION

JOB TITLE Fair Officer for Collect

Reports to: Fair Director, Collect

Pay Level: Officer

JOB OUTLINE A strategic member of the team providing organisational support for the project delivery of COLLECT, the International Art Fair for Modern Craft and Design.

Department /
Working with: Market Development and Enterprise

MAIN OBJECTIVES:

To work collaboratively and support Fair Director, Head of Operations and Galleries Liaison to deliver a successful fair both financially and operationally.

Maintain Collect as the leading international art fair dedicated to modern craft and design. To build profile and sales for collectable craft. Promote the very best galleries and artists in the field and provide UK audiences with the opportunity to see the best of international craft.

Ensure Collect remains as the preeminent fair for craft demonstrating its leadership and authority in the market.

MAIN DUTIES

Galleries and Collect Open artists

- Plan, co-ordinate and account manage all exhibitor facing activities for the fair.
- Oversee digital exhibitor communications, application process, contracting and exhibitor planning for the fair.
- Assist Galleries Liaison and Fair Director in prospect cultivation of galleries for the fair
- Assist Talent & Development Manager in account managing of Collect Open artists
- Work closely with Marcomms team to deliver Collect campaign
- Manage accurate fair databases

VIP Audience management

- Oversee VIP/HNW visitor cultivation and subsequent on-site experience at the fair (in collaboration with Audience Development Officer – recruited 4 months out from the fair)
 - Grow reach and engagement
 - Deliver on site activity/tours/hospitality
 - Maintaining accurate database



- Develop and manage VIP invitation allocation and smooth operational fulfilment for Crafts Council teams and Exhibitors/Sponsors prior to the fair.
- Organise guest list and invitations management for all fair events

Operational and Content

- Recruit and manage Fair Co-ordinator 4 months out from the fair to support.
 - Exhibitor admin
 - Fair Guide collation
 - Onsite fair schedule of content/activity and events
 - On site volunteers
 - Team meetings and debriefs
- Work closely with Head of Operations to fulfil on site delivery of the fair
- Work closely with Crafts Council supporting teams to deliver the fair:
 - PR and comms (Comms team)
 - Talks programme (Learning team)
 - Curators' event (Collect team)
 - Sponsorship deliverables (Development team)
- Create fair schedule for on site content/activity and events
- To act as the main Crafts Council point of contact for the fair

Financial

- Work closely with Fair Director on strategy and financial success of the fair.
- Manage and track revenue streams for the fair
- Manage and track cost centres for the fair

Equality and Diversity

- Ensure Crafts Council policy on E&D is embedded throughout activity.
- Demonstrate measurables at the end of each project year.

This position will require some limited evening and weekend work throughout the year. Early morning and evening work is required throughout the fair's tenancy dates.



| Category | Area | Requirement |
|------------------------------------|--|-------------|
| Education/ Knowledge | Knowledge of Contemporary Art Fairs and Galleries | Essential |
| | Knowledge of contemporary crafts and/or design | Desirable |
| | Good knowledge of administrative systems and their application | Essential |
| | Advanced level computer skills including spreadsheet and relational database packages | Desirable |
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| Experience & Skills | Excellent organisational skills and autonomous working | Essential |
| | Experience of event/project management | Essential |
| | Proven experience in a comparable role | Essential |
| | Experience of providing effective customer care | Essential |
| | Experience of working with CRM systems, ideally Salesforce | Desirable |
| | Experience of working with artists and external partners | Essential |
| Abilities | Excellent attention to detail; produce work to a high standard of presentation and on time. | Essential |
| | Uses initiative to problem solve and support colleagues | Essential |
| | Confident written and oral communicator. comfortable dealing with people at all levels | Essential |
| | Good time management skills, ability to manage multiple priorities and own workload with minimal supervision to meet deadlines | Essential |
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| Personal Qualities | Positive team player | Essential |
| | Excellent interpersonal skills | Essential |
| | Ability to work under stress | Essential |
| | Flexible with hours to accommodate peak periods within the work cycle | Desirable |
| | The Crafts Council has an Equal Opportunities statement which all staff are expected to implement in their work | Essential |