

VIP & Relations Manager - CHART

CHART is looking for a new VIP & Relations Manager to help us develop our position as the central point-of-entry for international collectors, museum directors, curators, foundations, advisors and other arts professionals looking to engage with the Nordic art scene.

As VIP & Relations Manager, you will need to have a developed understanding of and network within both the Nordic and international art scenes. We are looking for someone who wants to help us strengthen our international relations, create unique and fantastic events for our VIPs and visitors, and develop CHART's reach across the Nordics.

We are offering a central position at an ambitious art organisation where we continuously explore how to impact the Nordic art sector and push the limits of the international art community. You will be in charge of developing and implementing an ambitious VIP strategy. As a part of our small and dedicated core team, you will be working closely with CHART's Director and our new board. We are based in the heart of Copenhagen at our home venue of Charlottenborg but continuously work closely with galleries, institutions and individuals across the Nordics and beyond.

Key Responsibilities

- Develop and implement an ambitious VIP strategy to engage leading individuals and organizations from within the Nordic and International art sectors
- Communicate with galleries about VIP lists and strengthen professional relationships with museum partners, patron groups and sponsors

Indrykningsdato

02.11.2021

Ansøgningsfrist

30.11.2021

Virksomhedsnavn

CHART

Lokation

København

Fagområde



Andre kunst- og kulturjobs

Angiv type af ansættelse

Fuldtid

Navn på kontaktperson

Nanna Hjortenbergt

nh@chartartfair.com

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- Organize and invite VIPs including building and managing lists, oversee follow ups and confirm attendance
- Liaise with Head of Operations to ensure the smooth execution of the ticketing process
- Develop concepts for VIP programme, dinners and partner events as well as plan and oversee their execution
- Establish timelines and delivery schedules and oversee their execution
- Manage temporary staff members and volunteers
- Represent CHART at partner meetings and events when necessary

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Qualifications

- Experience from a related field; either an art fair, a gallery, an exhibition space or similar
- In depth understanding of the dynamics of the art industry and a professional network to leading individuals or institutions
- Strong project management skills, ranging from developing ideas, structuring processes, engaging colleagues and collaborators, to delivering with great energy
- Experience with multitasking and collaborating broadly and professionally with colleagues, partners and exhibitors
- Highly organized and able to prioritize among competing tasks
- Excellent team player with big work capacity and ability to deliver under pressure
- Excellent language skills in both spoken and written English or Danish (or both)
- Experience with Mailchimp will be an advantage
- Extrovert, positive and ambitious

Working conditions

- Full-time position, starting January 2022
- Office working hours from 9am - 5pm
- Occasional travel and extended working hours to be expected at peak periods

To know more please reach out to director Nanna Hjortenberga at nh@chartartfair.com or +45 3026 3034.

Application deadline 30 November. Please send application in either Danish or English, max. 1 page, and CV to fair@chartartfair.com

About CHART

CHART is the leading Nordic art event and a new editorial platform. We bring together dedicated individuals and inspiring professionals to impact the future of the arts community in the Nordics and beyond.

At the end of August we present an art fair with the leading galleries in the region, an art book fair and a vast public programme of talks, performances, films, music. Throughout the year we present ongoing editorial releases. Building on Copenhagen's strongholds of art, design, and architecture, we explore artistic crossovers and bring the arts community together in all its many diverse forms.

CHART is a non-profit foundation.