

---

# LONDON ART FAIR

## 2019 London Art Fair Volunteers

### Duration of Position

**Prior to Fair:** 2 - 3 days a week until mid-December 2018 and subject to availability, with increased frequency leading up to the Fair in January.

<b>During Fair:</b>	Monday 14 Jan	0800 – 2000	(Build up)
	Tuesday 15 Jan	0800 – 1100	(Build up)
		1200 – 2100	Press View/ VIP Preview/Preview Evening
	Wednesday 16 Jan	1100 – 1800	Open
		1800 – 2100	Private View
	Thursday 17 Jan	1100 – 1800	Open
		1800 – 2100	Evening Reception
	Friday 18 Jan	1100 – 1900	Open
		1930 – 2100	Exhibitor Party
	Saturday 19 Jan	1100 – 1930	Open
	Sunday 20 Jan	1100 – 1700	Open
		1700 – 1830	(Breakdown)

NB. Please note that the volunteer will not be expected to work all of these hours and that time off will be arranged and agreed prior to the Fair

### Information on the Fair

**London Art Fair** is the UK's premier Fair showing Modern British and international contemporary art. Established in 1988, the Fair launches the art world year at the Business Design Centre in Islington. London Art Fair 2019 will be the 31<sup>st</sup> edition of the Fair featuring over 130 leading local and international galleries exhibiting exceptional modern and contemporary work from leading figures and emerging talent. For more information please visit: [www.londonartfair.co.uk](http://www.londonartfair.co.uk)

### Role of Volunteers

Volunteers will join London Art Fair as a core member of the Fair's team. Whilst taking on particular areas of responsibility, volunteers will also be encouraged to contribute creatively to the group planning and production of the January Fair.

### Key areas of responsibility

#### **Marketing Campaign**

Supporting the Marketing team with particular responsibility for helping develop and deliver the campaigns for our three evening events. This role will also involve contributing to our digital marketing activity and looking after our event and media partnerships.

### **VIP Programme**

Supporting the VIP Relations Manager, Fair Management and Marketing teams to develop and manage the VIP programme and associated VIP package for the 2019 Fair. The volunteers will also play an active role in running the VIP desk and/or complimentary car service, as well as looking after the Collectors' Lounge during the Fair.

### **Museum Partnership**

Supporting the Fair Management team and Museum representatives. As a representative of the Fair, the volunteers will assist in greeting VIPs and facilitating tours, providing visitor information, and invigilating the exhibition at the Fair.

### **Photo50**

Supporting the Fair Management team. In 2019 London Art Fair will once again present **Photo50**, a permanent photographic section at the Fair. Acting as registrar the volunteers will help administrate the acquisition of works for the exhibition, liaising with the galleries and curatorial team. They will also play an important role in planning, managing the installation, invigilating and facilitating sales of the exhibition at the Fair.

### **Other aspects of the volunteers role will include:**

#### **Gallery liaison**

Supporting the Management team, leading up to the Fair by telephone/ email and providing customer care on site.

#### **Talks and Discussions programme**

Supporting the Fair Management and Marketing teams to co-ordinate and promote the talks programme and manage the speakers and their requirements onsite.

#### **Fair venue**

London Art Fair  
Business Design Centre  
52 Upper St  
Islington  
N1 0QH

#### **Location of Volunteer(s) (leading up to the Fair)**

Upper Street Events  
58 White Lion Street  
Unit B (off Godson Street)  
Islington  
N1 9PP

#### **Expenses**

Daily travel expenses and lunch (to the value of £15 each) will be covered by London Art Fair.

#### **To Apply**

Please submit a current CV and covering letter explaining why you would like to be considered for this role to [Eva.Lindqvist@upperstreetevents.co.uk](mailto:Eva.Lindqvist@upperstreetevents.co.uk)

#### **Deadline**

Applications are considered on a rolling basis with the intention to confirm suitable candidates as soon as possible.

#### **For further information please contact:**

Eva Lindqvist  
Senior Sales Manager  
Direct line: 020 7688 6826  
Email: [Eva.Lindqvist@upperstreetevents.co.uk](mailto:Eva.Lindqvist@upperstreetevents.co.uk)