

PACE

Pace Gallery is seeking an experienced and proactive **Art Fairs Manager** to oversee all administration and logistics relating to art fairs, while simultaneously addressing the related needs of the wider staff and departments including Sales, Installations, Marketing, Finance, Registration, and others. The Art Fairs Manager is a leader in Pace's efforts to foster an efficient, flexible, and collaborative approach to our projects. This position requires excellent communication and organizational abilities and a proven track record in art fair coordination, budgeting, and meeting deadlines.

Responsibilities

- Liaise with all relevant Departments and Dealer Offices to coordinate and gather relevant information for all gallery related art fairs.
- Maintain and populate a shared art fair and exhibition calendar noting all relevant dates, locations, shipment information, and application deadlines.
- Complete applications, manage fair timelines and ensure all deadlines and art fair requirements are met.
- Actively communicate deadlines to ensure smooth collaboration with a clear understanding of goals and needs to both teammates internally as well as fair staff and client contacts, guaranteeing a healthy and positive relationship with fair partners.
- Oversee coordination of art fair related construction and space planning.
- Prepare lists of equipment and place orders for all art fair related materials.
- Track fair expenses, create and actively manage budgets, help set sales goals, help ensure that targets are met.
- Maintain contracts for all fairs, temporary, permanent, and traveling exhibitions.
- Assist in developing and refining systems to improve the work flow with attention to art fairs; create comprehensive internal reports at the end of each art fair.
- Organize and create installation instructions for art fairs and ensure they are available to staff, artist studios, and for future gallery use.
- Work with colleagues globally and consistently identify and implement innovative approaches to fairs to be as efficient and cost-effective as possible.

Qualifications

- Bachelor's degree in Art History or similar field required; Master's degree preferred.
- 4+ years of continuous experience coordinating and preparing exhibitions, or art fairs, with a wide range of complexity.
- Strong Macintosh and Microsoft Office Suite operating skills and excellent proficiency with database systems.
- Excellent written and spoken communications skills and a positive, solution-based approach to collaboration.
- Ability to be analytical and have creative insight to implementing a strategy while simultaneously assessing results and adapting in ever changing circumstances.
- Comfortable working with multiple teams in a fast-paced environment.

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- Strong time management and organizational skills, meticulous attention to detail, ability to manage multiple projects within ever-changing environment and priorities.
- Ability to solve problems and prioritize needs in a variety of situations where immediate decisions may be necessary.
- Experience managing projects, including creation and management of schedules and budgets, and maintaining organized records for multifaceted projects.
- Active interest in, and passion for, modern and contemporary art.
- Flexibility to travel, be available on weekends and/or extended hours.

In addition to a dynamic and progressive work environment, Pace offers a competitive benefits package, including medical, dental and vision insurance, retirement plans with a company match, flexible spending accounts, and commuter benefits. We encourage a healthy work/life balance and offer a generous vacation policy.

To apply for this position please submit a cover letter and resume to jobs@pacegallery.com, with '**Art Fair Manager**,' in the subject line.

Pace is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.

Position posted on: 1/26/2018