

## **London Art Book Fair Co-ordinator**

### **Background**

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucien Freud, Gilbert & George and Mark Wallinger.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, dining room and bookshop, the Gallery is open all year round, so there is always something free to see.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter

### **The London Art Book Fair**

The London Art Book Fair is an annual event which celebrates the best of international contemporary art publishing. Hosted by the Whitechapel Gallery, it showcases a diverse range of work produced by individual artist publishers, galleries, magazines, colleges, arts publishing houses, rare book dealers and distributors.

The first London Art Book Fair in 2009 was the largest event of its kind in the UK. The Fair takes over the Whitechapel Gallery for four days in September, and attracts around 12,000 people interested in art, design and publishing.

Each year the Fair invites around 80 exhibitors from over 25 countries to exhibit and sell their work alongside an extensive programme of related events including children's workshops, keynote lectures, film screenings and book signings.

### **Role**

The London Art Book Fair Co-ordinator is part of a small team responsible for the commercial operations of the Whitechapel Gallery, including the production, sale and distribution of publications, merchandise and editions, and the organisation of The London Art Book Fair. The Ventures Team comprises of the Head of Commercial Enterprises, Editions Manager, Editions and Mail Order Assistants X2, Events Manager, Events Assistant, London Art Book Fair Co-Ordinator and the Publications Manager.

### **Accountability**

The London Art Book Fair Co-ordinator is managed by the Head of Commercial Enterprises.

### **Job description**

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## **Duties and Responsibilities**

Organising and delivering The London Art Book Fair and ensuring that the Fair continues to improve and develop:

- Development of LABF budgets, ensuring profit margins are achieved by meeting income targets, monitoring expenses, and underwriting related events.
- Liaising with the Marketing and Communications department to manage the marketing, design and print production, including LABF calls for entry, invitations and all other printed materials relating to the Fair and related events.
- Primary point of contact for exhibitors and suppliers
- Organising the sale of stands and space to exhibitors; ensuring all stands are sold.
- Liaising with exhibitors, including contract negotiation and securing sales of stands.
- Organising the plan of exhibitor spaces and arranging all required equipment and facilities, including PDQ machines, stands, furniture, display boards, and storage areas.
- Securing sponsorship and liaising with sponsors, including contract negotiation.
- Liaising with the Operations department regarding the physical set up of spaces and equipment.
- Liaising with the Exhibitions and Public Programmes teams in the scheduling and organisation of the events programme surrounding the Fair.
- Maintenance of exhibitor database and correspondence.
- Supervision of LABF intern and volunteers.
- General administrative duties including preparation and tracking of sales invoices, processing and tracking of purchase orders and purchase invoices, taking minutes, and answering queries.

## **Other**

- Any other duties that may be requested by the Commercial Manager
- Represent Whitechapel Gallery at public events, meetings and networking on behalf of the organisation
- Preparing and delivering talks about The London Art Book Fair internally and to external third parties as required

## **Person Specification**

### **Essential**

- Proven project management experience of a large scale event
- Proven experience of budget management and meeting financial targets
- Interest in and knowledge of art books, artists' books and arts publishers
- Experience in arts or cultural events planning
- Experience working in a gallery, museum or publishing environment
- Excellent proven organisation, multi-tasking and administration skills
- Good customer service skills
- A high standard of written English
- A keen eye for detail
- First rate communication skills
- Excellent IT skills including Word, Excel, Powerpoint, Photoshop, databases, email and internet

### **Desirable**

- Proven experience of writing descriptive text and catalogue information
- Sales or marketing experience, preferably within the cultural industries
- Experience of securing sponsorship and financial support for projects
- Knowledge of one or more languages in addition to excellent English

## Conditions of Work

- Fixed term contract: Part-time - 3 days per week for 6 months
- Hours of work: 9.30am – 5.45pm, 3 days per week between Monday and Friday, plus some occasional weekend and evening work, which will be compensated by time off in lieu
- Salary: £22,000 full time equivalent, £13,200 pro rata 3 days per week (£6,600 in total across a six month contract)
- The period of notice is 1 month in writing on either side, 1 week during probation period
- Probation period: 1 month

In addition, the benefits you are eligible to receive are, subject to availability:

- 25 days annual holiday (pro rata for part-time staff)
- Option of 1% of your gross salary provided as employers' pension contribution
- Research trips
- Discount from the Gallery bookshop
- Discount from the Whitechapel Café/Bar
- Discounts on editions (one per edition) and publications
- Training opportunities
- Option to participate in the Busy Bees Childcare Voucher scheme