

MELBOURNE ART FAIR 20—23 FEB '25

Marketing and Administration Internship (Events)

Type of role: Unpaid Internship with Travel Stipend

Location: Cremorne Office, Melbourne

Organisation Name: Melbourne Art Foundation

Basis and Time Fraction: 8 hours per week, 3 months with opportunity to extend

Dates: WK beginning 14 October - 31 January 2025 (with 3-week Christmas break)

Applications Close: 27 September 11:59PM

Apply to:

Dhariz Manalo, Production Manager

Cristina Ulloa Sobarzo, Digital Content Manager.

How to apply:

Please send a CV and brief cover letter to maf@melbourneartfoundation.com

About Melbourne Art Fair:

Melbourne Art Fair is a seminal fixture on the annual Australasian cultural calendar, stimulating critical and commercial attention for galleries and their artists for over 35 years. The Fair supports and promotes living artists through the staging of a world-class platform for contemporary art, showcasing iconic and new works by artists from the region's leading galleries and Indigenous Art Centres. Gallery and Art Centre presentations take place alongside a broader program of large-scale installations, video works, performance, conversations, and the unveiling of the 2025 Melbourne Art Foundation Commissions

Melbourne Art Fair returns 20 – 23 February 2025, to Melbourne Convention and Exhibition Centre, continuing its lead role in the region for fostering the development of new audiences for contemporary art.

Website: <https://melbourneartfair.com.au/>

About the Role:

The Marketing and Administration intern will assist the marketing team with the planning and delivery of Melbourne Art Fair's ticketing strategy. Tasks include:

- Assist with the development and maintenance of the Fair's ticketing database
- Market research
- Assist in updating sections of the website, VIP, and Exhibitor Portals (Wordpress)
- Assist in the collation of ticket tracking reports
- Responding to ticketing enquiries
- Assist in the tracking of partner deliverables
- Assist with copywriting and digital content needs
- Support the team to manage and administer the CRM

This opportunity is ideal for marketing/administration students with an interest in the events industry, and/or aspiring arts professionals.

Desired Skills/Attributes:

- Attention to detail and practical organisation skills
- Excellent written and verbal communication skills
- Ability to work well in a team environment
- Customer service experience
- Administrative skills
- An interest in events and the arts
- Experience using Adobe suite (desirable)

Opportunities and Benefits:

- Opportunity to gain early-career experience and mentorship within the events industry
- Learn how to use Marketing platforms such as Meta, Wordpress, and ticketing platforms such as Eventbrite
- Complimentary tickets to attend the Fair in February

About the Organisation:

Founded by a group of galleries in 1988, Melbourne Art Fair is today owned and operated by the Melbourne Art Foundation, an Australian nonprofit arts organisation dedicated to the support of living artists.

Since 2003, the Melbourne Art Foundation has distributed over AUD \$1M in artist fees and grants and facilitated an estimated AUD \$70M in contemporary art sales at Melbourne Art Fair. With the endorsement of the Art Galleries Association of Australia (AGAA) the Fair continues to be a seminal fixture on the Australasian cultural calendar, stimulating critical and commercial attention for artists for over 35 years.

Melbourne Art Foundation produces the annual Melbourne Art Fair and, produced in partnership with the National Gallery of Victoria, the biennial Melbourne Design Fair.