

## COMMUNICATIONS ASSISTANT

The Armory Show, taking place September 8-10, 2023 with a VIP Preview September 7 at the Javits Center in New York City, is seeking an enthusiastic and self-motivated candidate, starting part-time in late spring/early summer and transitioning into full-time leading up to and during the fair. The position will end after the fair in mid-September. This role offers a diverse set of responsibilities, and valuable insights into the inner workings of one of the world's largest and most prominent international art fairs.

### **Duties include but are not limited to:**

#### Communications Administrative Support

- Work collaboratively with Director of Communications and Programming, as well as the outside PR firm.
- Assist in producing newsletters, website text, interviews, and copy-editing outgoing communications.
- Assist in managing social media accounts with the external PR firm.
- Manage the press inbox and respond to media queries
- Manage, update, and distribute press materials, including making press image caption sheets for all gallery press images submissions
- Execute the processing of press and media accreditation.
- Liaise with galleries for press materials and media requests.
- Assist in planning press events including the organizing of press materials, guest list, etc. and being on-site for the event
- Maintain press database and update contacts

#### On-site Support

- Operate the on-site Press Desk, maintaining an organized space and a professional demeanor
- Liaise directly with press to check-in, answer questions, and provide assistance throughout run of show
- Assist PR team in processing on-site requests at the desk including: press packs, press accreditation, Wi-Fi information, and accessing image galleries
- Manage on-site photographers

### **Requirements:**

The Communications Assistant will work closely with the Director of Communications and Programming. Required skills include:

- Excellent verbal and written communication skills
- Proficient knowledge of the art world and press contacts within the industry
- Prior experience in a marketing or communications role with an arts-related company desirable
- Proficiency with various social media tools such as Figma, Hootsuite, and Mailchimp a plus

**TO APPLY:** Please attach a combined PDF of your resume and cover letter outlining your experience and interest and submit to [info@thearmoryshow.com](mailto:info@thearmoryshow.com) , with the subject line “Communications Assistant.” Only those candidates selected for an interview will be contacted.

All applicants must have the right to work in the US and be available for a hybrid of in-person and remote work.

Merchandise Mart Properties, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard for race, religion, national origin, sex, gender identity or expression, age, status as a protected veteran, among other things, or status as a qualified individual with disability.