

PROGRAMMING 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 for a temporary position, 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:

- Support planning and coordination of Armory Live talks program
- Monitor Armory Live budget and track related expenditures and invoices
- Prepare and distribute paperwork including speaker agreements
- Organize travel logistics for speakers including flights, hotel stays, transportation, and Visa requirements if necessary
- Liaise with Operational Team to ensure Armory Live theater is appropriately outfitted.
- During run-of-show, oversee the programming schedule and be the first point of contact in the Armory Live Theater on-site
- Project-manage videographers and A/V team in coordination with the Operational Team
- Ensure streaming / videos are high quality, with the expectation that minor video editing may be needed.
- Liaise with internal team to coordinate travel needs for select groups of invited guests and VIP Ambassadors
- Assist with Armory Off-Site initiative, which may include traveling to installation sites within the city
- Collaborate with Communications Assistant on programming copy and descriptions.
- Introduce panelists on-site during run of show

Requirements:

The Programming Assistant will work closely with the Director of Communications and Programming and the Head of VIP Relations. Additional reporting to the Deputy Director may be required. Applicants must be responsible and able to multi-task in a fast-paced environment.

Required skills include:

- Bachelor's degree
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail

- Experience in travel planning/logistics preferred
- Experience with event planning, both digital and in-person, a plus
- Familiarity with Zoom and Webinar format a plus
- Familiarity with Adobe Premiere pro, 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 , 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.