



Exhibitor Relations and Programming Coordinator | EXPO CHICAGO

EXPO CHICAGO, the International Exposition of Contemporary & Modern Art, seeks a full-time **Exhibitor Relations and Programming Coordinator** to manage exhibitor communications and outreach including programs, on-site logistics, and website management. This is a full-time, salaried position with benefits, 5 days a week (Monday-Friday 9am-5pm) with flexibility to work occasional evenings and Saturdays with full availability the week of EXPO CHICAGO (Next edition: April 8-14, 2024). The ideal candidate would begin work the first week in September 2023.

Deadline to apply is August 18, 2023.

Duties and Responsibilities include but not limited to:

- Act as point person for all participating exhibitor logistics and planning inquiries
- Process applications for all galleries, institutions, and non-profits including tracking in Airtable and updating company CRM
- Create and deploy all mass exhibitor email communications, as well as individual reminders, follow-up, and deadlines for participation
- Manage all website updates including writing copy, determining menu structure + order, page layout, archiving past edition details yearly
- Work with participating exhibitors to present information on EXPO CHICAGO's website: individual exhibitor webpages, program pages, gallery listings on web + press materials
- Collect and process all program applications for IN/SITU, IN/SITU Outside, and OVERRIDE
- Work with graphic design team on exhibitor associated on-site printed materials including daily exhibitor announcements
- Provide support in editing, writing, and collecting copy for digital and printed marketing materials
- Prep all Exhibitor Materials for EXPO CHICAGO, including Exhibitor Registration and check-in processes
- Help drive special projects both on your own and with other team members

Skills & Qualifications:

- Bachelor's Degree with a preference in arts administration and communication
- 3-5 years of relevant professional experience

- Large-scale event planning a plus
- Demonstrated interest in Contemporary and Modern art
- Demonstrated success in detailed management and team coordination
- Proficient with MS Word, Excel, PowerPoint, Adobe Suites, Wordpress, Airtable, CMS, CRM software with a willingness and ability to learn new software
- Demonstrated experience with web content management systems
- Experience with email marketing platforms (Mailchimp experience preferred)
- Proven copywriting and editing skills
- Ability to work well independently and in a fast-paced team environment while maintaining an elevated degree of detail and professionalism
- History of taking initiative and ownership of professional projects and tasks
- Occasional evenings and weekend time will be required

Physical Requirements:

Must be able to lift moderately heavy objects/materials on an occasional basis

Ability to stand for extended periods of time on an occasional basis

Compensation:

\$40,000–45,000 based on experience

The EXPO CHICAGO offices are located in Chicago’s River West neighborhood off the Grand Blue Line stop. Offices move to Navy Pier for 1.5 weeks each April around the exposition.

To apply please submit:

- Cover letter explaining your interest in working with EXPO CHICAGO
- Resume
- Contact information for two professional references

Please email to careers@epochicago.com with the subject line “Exhibitor Relations and Programming Coordinator”. 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 in-person work.

EXPO CHICAGO is an equal opportunity employer.

ABOUT EXPO CHICAGO:

EXPO CHICAGO, The International Exposition of Contemporary & Modern Art features leading international galleries alongside a leading platform for contemporary art and cultural programming. Hosted within historic Navy Pier’s Festival Hall, EXPO CHICAGO presents a diverse and inventive program, including /Dialogues (presented in partnership with the School of the Art Institute of Chicago) and Exchange by Northern Trust: An Interactive Conversation Around the Art of Collecting, unrivaled talks programs for both public and VIP audiences; IN/SITU, dynamic on-site installations highlighting large-scale sculpture, film, and site-specific work; and major public art

initiatives, including IN/SITU Outside, public art installed throughout Chicago Park District locations, and OVERRIDE | A Billboard Project, a curated selection of international artists throughout the city's digital billboard network. The EXPO CHICAGO program also features an unprecedented commitment to host curatorial initiatives during the exposition, including the Curatorial Forum in partnership with Independent Curators International (ICI); the Curatorial Exchange, which partners with foreign agencies and consulates to expand the exposition's global reach; and the Director's Summit, which convenes emerging museum leaders in a series of conversations addressing the future of museum leadership and institutional reinvention. Under the leadership of President and Director Tony Karman, EXPO CHICAGO draws upon the city's rich history as a vibrant international cultural destination, while the region's contemporary arts community and inspiring its collector base.