



DIGITAL  
ART FAIR

## Job description for Fair helper (Part time)

### Description

Digital Art Fair is the world's leading Web 3.0 fine art fair with a focus on innovative art created for every demographic that wishes to appreciate, create, and collect digital and NFT fine art. Our vision is to cultivate and inspire a new generation of art collectors to embrace the use of digital technology to explore the beauty of art and culture.

Created for every demographic to EXPERIENCE the future of art, Digital Art Fair's goal is to EDUCATE the new generation of artists, art curators, art administrators and INSPIRE the young generation with curated digital art and NFT programmes.

### Details

Date: 19th October 2022- 6th November 2022

Venue: G/F & 1/F, Asia Standard Tower, 59-65 Queen's Road Central, Hong Kong

Working Hours: 11am – 8pm (Monday to Sunday), extra paid working hours might be needed upon request.

### Payment:

HKD\$60 per hour

HKD\$70 per hour on public holidays

\*\*Extra hours upon private event bookings (weekdays 8pm-10pm/ 9pm-11pm)

Interview: Zoom interview/ Phone interview (TBC)

Training day (Mandatory): TBC (two days subject to change)

### Responsibilities

- Act as Receptionists/ Sales Assistants/ Event helper;
- Perform customer service and handle inquiries in a professional manner;
- Assist in crowd control;
- Assist with ad hoc duties that assigned by fair directors;
- Guests meet and greet and VIP greeting services;
- Liaise with Technical Manager on Event - Seminars/ Webinars.

### Requirement

- Bachelor's degree in all disciplines;
- Enthusiasm in digital art, Art Tech and related field;
- Docnets experience in art fairs, exhibitions and digital art related working experience;
- Strong presentation skill and communication skill with an energetic characteristic, Handle Art Fair Visitors' Enquiry;
- Fluency in English and Chinese is a must and proficiency in other languages will be an advantage;
- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.);
- Multi-tasking, self-motivated, detail-oriented and strong communication skills;
- Able to work independently with extensive knowledge in fine art and digital art.

If you are interested, please fill in the form to apply: <https://forms.gle/wDjferETUBcAq3cK7>

Information collected will be treated in strict confidence and used solely for recruitment purposes. The company will retain all applications no longer than 24 months of which will be destroyed thereafter. When there are vacancies in any of our subsidiaries, holding companies, associated or affiliated companies of, or companies controlled by, or under common control with the Company during that period, we may transfer your application to them for consideration of employment. We are an equal opportunity employer. We do not discriminate on the basis of race, sex, disability or family status in employment process. We offer excellent learning & development opportunities and an attractive package to the right candidate.