

Job Opening:

Program & Artist Relations Assistant

Location:

ART Expo International Headquarters, Ljubljana, Slovenia

Art Expo International is a dynamic and forward-thinking organization dedicated to creating and managing international art fairs in cities such as Ljubljana, Graz, Trieste, and Prague, with new projects expanding across Europe. We connect artists, galleries, and cultural institutions to deliver exceptional exhibition experiences and foster meaningful artistic collaborations.

Learn more about our activities:

www.artexpo-international.com

Position overview /

We are seeking a communicative, detail-oriented, and culturally engaged individual to join our team as a Program & Artist Relations Assistant. This position focuses on assisting with program organization, coordinating with artists and performers, and ensuring smooth execution of scheduled activities at our art fairs across Europe. In addition to coordinating the general fair program, the role includes support in planning VIP experiences, such as tailored visits, networking events, and special activities for key guests, as well as coordinating their travel and accommodation arrangements. This is an excellent opportunity for someone who enjoys working in a dynamic event environment, with equal parts office coordination and hands-on work during international exhibitions.

Key responsibilities /

- Support the planning and scheduling of fair programs, performances and VIP events.
- Coordinate communication with participating artists, performers, speakers, and VIP guests.
- Assist in preparing program materials, briefings, and schedules for internal and external teams.
- Provide on-site support during events, VIP hosting, time management, and stage coordination.
- Coordinate travel itineraries, accommodation, and on-site logistics for artists and VIP guests.
- Maintain clear and organized records of communications, schedules, and agreements.
- Collaborate closely with the Event Management, Logistics, and Communications teams to ensure program excellence and a high-quality experience for guests and participants.

Requirements /

- Excellent command of written and spoken English (C1 or higher).
- Strong interpersonal, organizational, and multitasking skills.
- Professional and confident communicator with a proactive approach.
- Ability to work under time constraints and adapt to dynamic event conditions.
- Valid EU driving license (Category B) and willingness to travel for international fairs.

Preferred qualifications /

- Knowledge of additional European languages (German, French, Czech, or Italian is an advantage).
- Previous experience in event production, artist liaison, hospitality, or travel coordination.
- Background or strong interest in performing and visual arts.

What we offer /

- Work from our Ljubljana headquarters as part of a creative and international team.
- Opportunity to travel and coordinate cultural events and VIP experiences across Europe.
- Professional growth and active involvement in international art projects.
- A collaborative and inspiring work environment supported by an experienced management team.
- Initial 3-month probation period with the possibility of a full-time permanent position.

How to apply /

Please send your CV and a short motivation letter to career@aamicorporation.com with the subject line: “Application – Program & Artist Relations Assistant.”

We will respond to all applications within 14 business days.