

Art | Basel Hong Kong

ONSITE ASSISTANT SCHEME

The [Art Basel show in Hong Kong](#) is running an **onsite assistant scheme** for exhibiting galleries.

If you would like to apply to be a **Booth Assistant** for the duration of the Hong Kong Show, please find details below:

Booth Assistant

Responsibilities & duties include the following:

- Assist gallery by being available at the booth for the duration of the Show
- Greet public and help to answer general questions about the booth
- Help the exhibitor with basic language interpretation (Cantonese, Mandarin and English skills required)
- Act as a runner to assist gallery in any errands as required

Requirements:

- English and Chinese (Mandarin or Cantonese) language skills essential
- Outgoing, presentable and friendly manner
- Interest in contemporary art and desire to experience an art fair firsthand
- Reliability – must commit to be present for the duration of the Show
- Holding the necessary documents to confirm eligibility to work in Hong Kong

Show opening times for reference:

Date	Installation / Set-up	Show Opening Hours
Tuesday, March 26	8am – 12pm 8pm – 11pm	12pm – 8pm
Wednesday, March 27	10am – 11am 8pm – 11pm	12pm – 8pm
Thursday, March 28	10am – 11am 8pm – 11pm	12pm – 8pm
Friday, March 29	10am – 12pm 8pm – 11pm	12pm – 8pm
Saturday, March 30	10am – 11am 7pm – 12 midnight	11am – 7pm

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TO APPLY

Please send your CV by February 16, 2024 with a short covering letter **in one PDF document**, stating any art world experience and outlining interests, to operationshk@artbasel.com.

Please include **Onsite Assistant Scheme** in the subject line of your email and ensure the file name of your PDF document is structured as follows: **BoothAssistant_First & Last Name**, i.e., BoothAssistant_JaneDoe

CVs collected will be shared by Art Basel with any galleries exhibiting in the show that express interest in the onsite assistant scheme. Galleries may then directly contact any applicants to discuss the dates, times, terms and arrangement of work. Galleries are required to provide an employment contract, insurance, and payment for the duration of work, and may opt to share the applicant's CV with our select staffing agency to do so.

Please keep in mind that Art Basel takes no responsibility for the gallery/assistant relationship. All details regarding hours, pay, etc. are to be agreed directly with the gallery by the student. The exhibiting gallery is responsible for finalizing a formal employment contract for the hired students.