

TEFAF – Editorial and Gallery Content Manager

ABOUT TEFAF

Established in 1988, The European Fine Art Foundation (TEFAF) is widely regarded as the world's preeminent organization for fine art, antiques, and design. TEFAF runs two fairs internationally—TEFAF Maastricht, which covers 7,000 years of art history, and TEFAF New York, focused on Modern and Contemporary Art & Design.

In 2022, TEFAF Maastricht will take place March 12-20 and TEFAF New York will take place May 6-10.

JOB OVERVIEW

The Editorial and Gallery Content Manager is responsible for the year-round support of TEFAF's editorial branch, TEFAF Stories, as well as focused support of the online editions of TEFAF's fairs.

Working across the organization and exhibitor network, this role will explore the world of TEFAF by regularly producing and contributing to editorial content, ensuring consistency within the information provided by exhibitors, and upholding TEFAF brand standards across all content touchpoints.

EDITORIAL (related to TEFAF Stories)

- Pitch, research, write, and edit articles for TEFAF Stories, TEFAF's editorial outlet
- Regularly collaborate with TEFAF's Editorial Lead and Creative Director to commission original photography and video
- Research and source images for use across TEFAF Stories and marketing initiatives
- Build articles and related pages in TEFAF's Content Management System (CMS)
- Produce copy for TEFAF's newsletters and support TEFAF Social Media Manager with copy promoting TEFAF Stories
- Support TEFAF's Editorial Lead to ensure that all projects across editorial are scheduled, scoped, and delivered on time
- Contribute to monthly editorial reports for Marketing and Communications team and key stakeholders

CONTENT MANAGEMENT (specific to TEFAF Maastricht and TEFAF New York)

- Proof and edit exhibitors' artwork/content uploaded to TEFAF's online editions of fairs
- Support the Marketing and Communications team in gathering artwork content as needed for press, marketing campaigns, design, social media content, editorial, and fair content
- Proof gallery exhibitor pages, liaise with galleries to complete or improve their online presence
- Editorial support (proofing, editing) for fair publication

QUALIFICATIONS

- Candidates with a BA in Art History, Journalism, or related field
- 5-7 years experience working in an art world context, ideally with an editorial focus
- Experience in editorial/writing for publications, museums, or other cultural institutions
- Must have excellent writing, editing, and proofing skills
- HTML and/or Photoshop experience a plus
- Deep knowledge of and passion for the worlds of fine art, antiques, and design.
- Excellent communication skills and extreme attention to detail
- Proactive with excellent organizational, time-management, and teamwork skills

WORKING FOR TEFAF

- A salary commensurate with experience
- 13th month and holiday allowance
- Pension scheme
- Travel remuneration is available
- Standard office supplies, such as a company phone, is provided
- Flexibility to work remotely

If this vacancy appeals to you, please submit your CV and cover letter to hr@tefaf.com.

Please note: Due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of this vacancy.