

Job Opening:

Exhibition Coordinator

Location:

AAMI Corporation Headquarters, Ljubljana, Slovenia

AAMI Corporation is an innovative organisation dedicated to creating international art fairs under the brand ART Expo International, with events in Ljubljana, Graz and Trieste. We collaborate with artists, galleries and cultural institutions to deliver world-class exhibition experiences.

Learn more about our company and activities:

www.aamicorporation.com

Role Overview /

We're looking for a well-organised, communicative and proactive Exhibition Coordinator to join our team in Ljubljana. In this role, you'll help coordinate smaller solo and group exhibitions, as well as other related art projects.

You'll be in regular contact with artists applying for these projects — discussing which works will be shown, planning delivery and transport, handling customs paperwork if needed, and collecting materials artists send for catalogues or other printed items.

This is a hands-on job where you'll also help with setting up exhibitions on-site and making sure everything runs smoothly. It's a great position for someone who enjoys both planning and working directly in the creative environment of international art events.

Main Tasks /

- Coordinate smaller exhibitions and occasional collaborative art projects.
- Communicate with artists about participation, artwork selection and delivery.
- Organise transport, artwork handling and customs documents when required.
- Collect and prepare materials for exhibition catalogues and other printed content.
- Support exhibition setup and installation on-site in different European cities.
- Work with the production and event teams to keep projects on track.

Requirements /

- Knowledge of Adobe InDesign and Photoshop
- Excellent English (C1 level or higher), written and spoken.
- Good communication and teamwork skills.
- Very good organisational skills and attention to detail.
- Valid EU driving licence (category B).
- Willingness to travel across Europe for exhibitions.

Advantageous Skills /

- Knowledge of Hungarian, Czech or Polish is a plus.
- Previous experience in organising events, exhibitions or other cultural projects.

What we offer /

- Office-based work in Ljubljana as part of an international and creative team.
- Opportunities to travel and coordinate art exhibitions around Europe.
- A three-month trial period with the possibility of a permanent role.
- Room to grow and develop your skills within AAMI Corporation.
- A dynamic, open environment that values initiative and teamwork.

How to apply /

Please send your CV and a short motivation letter to career@aamicorporation.com with the subject line: "Application – Exhibition Coordinator"

We will respond to all applications within 14 business days.