



GALLERY ASSISTANT: GALLERY INTERNSHIP JOB SPECIFICATION

Internship (voluntary)

Term: July– September 2012, 1 day/week +Private Views

(SAT 11:00-18:00) or (SUN 12:00-17:00) *12 Aug. – 5 Sept. = Holiday, gallery closed.

This position has been designed for dynamic, artistic and intellectual go-getters who have the guts, intuition and drive to become outstanding forces of the 21st century art world industry. Interns are directly involved in forward-thinking approaches to presentation and communication. The role is geared toward those who plan to use the experience as reference for further advancement in the art world.

Gallery assistants must be well spoken, organised, responsible, and able to work independently and co-operatively. Office related computer skills are essential including word processing, Adobe Photoshop, social networking, web browsing and email. Above average knowledge and confidence using Apple Mac computers is preferred. Excellent ability to type quickly in fluent English with good grammar is a must. Creative individuals with curatorial interests, artistic and/or knowledge of art history/criticism are specifically encouraged to apply as the opportunity for greater involvement in exhibition planning often arises. The Residence is in favour of those concerned with *what's happening* and better yet, those willing to *make it happen*.

DUTIES:

- Administrative assistance including liaising with artists, press and clients, written/telephone correspondence, updating mailing list, maintaining inventory and general office organisation
- Manage the gallery's social networking sites such as Facebook, Twitter, etc..
- Assist in the sale of art while handling cash, cards and receipts responsibly
- Keep informed about current and upcoming exhibitions in order to educate visitors
- Keep the premises presentable and tidy
- Aid in hosting events by welcoming guests, serving drinks, and monitoring work
- Take on special projects. This may include organising new promotional ideas
- Aid in packaging artwork and shipping
- Ensure the premise is secured at closing time.
- Invigilate the gallery and immediately report any theft or damage to the Director