

## **GALLERIA RAFFAELLA CORTESE**

[galleria@raffaellacortese.com](mailto:galleria@raffaellacortese.com)

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Galleria Raffaella Cortese is currently offering an **Artist Liaison** position with knowledge and experience as **Press Office**.

The position would be full time and involve managing artists in the gallery programme and managing both online and offline communication.

A minimum of **5 years** previous commercial **art gallery** experience, knowledge of English language and experience of artists production and fabrication processes are required. The ideal candidate is articulate and confident in communicating the work of artists in the gallery programme, curators, museums and institutions as well as journalists and writers.

Responsibilities of the position include but are not limited to:

- Liaising with artists in the gallery programme regarding upcoming exhibitions at the gallery and externally such as museums, institutions, other commercial galleries as well as projects, commissions and events/performances as well as their participation in art fair presentations.
- Being the contact person at the gallery for specified artists for communicating with museums, institutions and other commercial galleries regarding invitations for exhibitions and/or commissions.
- Keeping updated archive of the artists works using the gallery database and contacting venues for documentation of the artists exhibitions.
- Assist in the research of production and fabrication on behalf of an artist both within Italy and abroad.
- Tracking and archiving production costs of both artist and gallery of artworks using the gallery database.
- Creating newsletter and advertising to communicate the gallery programme and news both online and offline.
- Managing the social media of the gallery (facebook, instagram, press, mailing list).
- Informatic skills required: Mac Os X, Office (Excel, Word, Powerpoint), Adobe Creative Suite (Adobe Indesign, Adobe Photoshop, Adobe Illustrator), FileMaker, Mail Up

Please submit a CV and cover letter to [galleria@raffaellacortese.com](mailto:galleria@raffaellacortese.com) with **ARTIST LIAISON** in the subject box.

**Reply just in case you have the described requirements.**