

April 18, 2019

## Artist Liaison position available

Galleria Raffaella Cortese is seeking an Artist Liaison to begin immediately. The position is full time and involves managing a number of artists included in the gallery's exhibition program.

This position requires at least five years of experience working in a commercial art gallery or related field, excellent communication skills in both English and Italian, as well as experience managing artists' exhibition production and artwork fabrication processes. The ideal candidate is articulate and confident in communicating the work of artists on the gallery roster to collectors, curators, museums, and institutions as well as members of the press.

### General Responsibilities

- Liaising with select artists on the gallery roster in preparation for gallery exhibitions and shows at museums, institutions, and other galleries; being well-informed about the artists' busy calendar of projects, commissions, and events/performances, as well as their participation in art fair presentations.
- Acting as the principal contact person at the gallery in communicating with museums, institutions and other galleries regarding invitations to participate in exhibitions and other projects with select gallery artists.
- Maintaining a constantly updated archive of the artists' available works in the gallery database and reaching out to off-site exhibition venues for documentation of the artists' projects.
- Assisting in the exhibition production and artwork fabrication processes of select artists with domestic and international suppliers as well as tracking and archiving all associated costs.

### Qualifications

- 5+ years related experience working in a contemporary art gallery, artist studio, or institution
- Prior experience using FileMaker or similar artwork and contact database systems required
- Proficiency in Adobe Photoshop and InDesign strongly preferred
- Proficiency in macOS and Microsoft Office suite required
- Excellent written and verbal communication skills in English and Italian
- Exceptional organizational skills and high attention to detail
- Extensive knowledge of contemporary art, galleries and institutions

The position is from Tuesday through Saturday, 10:00am–1:00pm and 3:00–7:30pm. The Artist Liaison must be available for gallery installations, openings, and other events as needed, which may take place over weekends or fall outside normal gallery hours.

Please email cover letter and resume as a single PDF to [galleria@raffaellacortese.com](mailto:galleria@raffaellacortese.com) with "Artist Liaison" in the subject line. **Only apply for this position if you meet the qualifications. No phone calls or walk-ins, please.**

## GALLERIA RAFFAELLA CORTESE

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