

April 18, 2019

## Gallery Intern position available

Galleria Raffaella Cortese is seeking a Gallery Intern to begin immediately. Candidates should be highly motivated, extremely organized, eager to learn, and punctual. The Gallery Intern will acquire skills in compiling artist archives, fulfilling press and archival requests, and understanding web design and gallery website management.

### General Responsibilities

- Organizing and maintaining artist archive, including CV, biography, and bibliography files
- Scanning and formatting press materials
- Organizing and maintaining image archive
- Assisting Artist Liaisons with website data entry and other tasks as required
- Greeting visitors and sharing knowledge of the gallery, including its programs and artists
- Running errands and assisting with the gallery's general upkeep

### Qualifications

- High 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
- Prior experience using FileMaker or similar artwork and contact database systems preferred
- Knowledge of contemporary art, galleries and institutions

The position is from Tuesday through Saturday, 3:00–7:30pm, and requires a minimum commitment of six months. The Gallery Intern must be available for gallery installations, openings, and other events as needed, which may take place over weekends or fall outside normal gallery hours.

This is an exceptional opportunity to learn about the day-to-day operations of one of Italy's leading contemporary art galleries.

Please email cover letter and resume as a single PDF to [galleria@raffaellacortese.com](mailto:galleria@raffaellacortese.com) with "Gallery Intern" 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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