

April 18, 2019

PR & Communications Manager position available

Galleria Raffaella Cortese is seeking a PR & Communications Manager to begin immediately. The position is full time and involves managing the gallery's online and offline communications.

This position requires at least two years of experience working in a commercial art gallery or related field, exceptional communication skills in both English and Italian, as well as experience liaising with the press, writing press releases, and developing a communication strategy. The ideal candidate is articulate and confident in communicating the work of artists on the gallery roster to members of the press, collectors, curators, museums, and institutions.

General Responsibilities

- Coordinating all of the gallery's public relations activities, including management of invite lists for exhibition openings, press conferences, and private events.
- Developing a comprehensive communications plan for the gallery detailing strategy, goals, and advertising budget.
- Fostering relations with the press, seeking high-level placements in print, broadcast and online media, maintaining direct contact with key journalists and editors as well as updating the press mailing list.
- Preparing press releases and all related material for upcoming gallery exhibitions, art fairs, and related events.
- Planning, researching, and creating targeted newsletters and communications about the gallery's exhibition program, art fairs, and the activities of artists on the gallery roster.
- Managing the gallery's social media accounts, planning and creating daily posts on Instagram and Facebook.
- Monitoring and reviewing print and digital media coverage of gallery artists, exhibitions, art fairs, and related events.

Qualifications

- 2+ years related experience working in a contemporary art gallery, artist studio, or institution
- High proficiency with social media platforms such as Instagram and Facebook required
- Prior experience using MailUp or similar newsletter services required
- 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
- Exceptional 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 with "PR & Communications Manager" 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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