

April 10, 2019

Gallery Intern position available

Galleria Raffaella Cortese is seeking an 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 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 three 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.

GALLERIA RAFFAELLA CORTESE

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