

ARTIST LIAISON AND SALES SPECIALIST POSITION AVAILABLE

Galleria Raffaella Cortese is seeking to hire a highly motivated Artist Liaison with sales experience to begin immediately in a full-time capacity.

This position requires at least 4 years of experience working in a contemporary art gallery in roles related to artist management and good sales expertise. The ideal candidate is articulate and confident in liaising with collectors, curators, museums, and institutions, conveying and advancing the work of a number of gallery artists. Excellent communication skills in both English and Italian are required.

General Responsibilities

- Liaising with select artists on the gallery roster in preparation for gallery exhibitions and shows at institutions.
- Cultivating relationships and communicating with curators, museums, institutions, and other galleries.
- Maintaining a constantly updated archive of the artists' available works at the gallery and liaising with the storage and art handler to produce detailed condition reports of incoming and outgoing artworks as well as managing conservation and restoration of works.

Qualifications

- Prior experience using FileMaker or other artwork and contact databases required
- Proficiency in Adobe Photoshop, InDesign, and Acrobat preferred
- Proficiency in macOS and Microsoft Office suite required
- Exceptional organizational skills and high attention to detail
- Extensive knowledge of contemporary artists, galleries, and institutions

The position is from Tuesday through Saturday, 10:00am–1:00pm and 3:00–7:30pm.

Please submit a PDF resume (in English or Italian) to galleria@raffaellacortese.com with "Artist Liaison" in the subject line. **Only apply for this position if you meet the qualifications; applications that do not meet the requirements will not be taken into consideration. No phone calls or walk-ins, please.**