

EXECUTIVE ASSISTANT TO OWNER POSITION AVAILABLE

Galleria Raffaella Cortese is seeking to hire a highly motivated Executive Assistant to begin immediately in a full-time capacity.

This position requires at least 7 years of experience working in a contemporary art gallery in administrative, sales support, and artist liaison positions. The ideal candidate is a highly organized individual who is capable of multi-tasking various priorities in a fast-paced environment and has impeccable attention to detail. Excellent communication skills in both English and Italian are required.

General Responsibilities

- Supporting the Owner in their day-to-day operations, drafting correspondence and offers, keeping track of gallery and off-site exhibitions and projects.
- Cultivating relationships and communicating with collectors, curators, museums, and institutions, conveying and advancing the work of gallery artists.
- Managing appointments and organizing travel arrangements, accommodations, and itineraries.

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 "Executive Assistant" 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.**