

DESIGN INTERN POSITION AVAILABLE

Galleria Raffaella Cortese is seeking a Design Intern to begin after the summer break. Candidates should be highly motivated, extremely organized, eager to learn, and punctual. The Design Intern will acquire valuable skills in preparing assets for the gallery's communications channels, art fair applications, and online viewing rooms.

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

General Responsibilities

- Assisting in the preparation of online viewing rooms on the gallery website, newsletters, and social media content, including animated graphics and videos
- Assist in the production of visuals for art fair applications and viewing rooms, including 3D renders of booths
- Designing exhibition dossiers, artist portfolios, and bespoke sales presentations
- Preparing press releases, checklists, and invitations for gallery shows and events
- Organizing and maintaining image and video archives, including light retouching of artwork images and installation views as needed
- Assisting Artist Liaisons with website updates and other tasks as required
- Greeting visitors and sharing knowledge of the gallery program

Qualifications

- High proficiency in Adobe Photoshop and InDesign required
- Prior experience using Adobe Premiere Pro and AfterEffects strongly preferred
- Prior experience using Cinema 4D / Rhinoceros 3D / SketchUp 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 Pro or similar artwork and contact database systems preferred
- Prior experience using WordPress or other website CMS preferred
- Knowledge of contemporary art, galleries, and institutions

The position is from Tuesday through Saturday, 10am – 1pm and 2:30pm – 7pm, and requires a commitment of six months. The Design 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.

Please submit a cover letter and resume (in English or Italian) as a single PDF file to the email address galleria@raffaellacortese.com with "Design Intern" in the subject line. Only apply for this position if you meet the qualifications.