

GALLERY MANAGER POSITION AVAILABLE

Galleria Raffaella Cortese is seeking to hire a highly motivated Gallery Manager with sales and press experience to begin immediately in a full-time capacity.

This position requires at least 7 years of experience working in the contemporary art field—preferably in a commercial art gallery—in roles related to artist management and press office; good sales expertise is strongly preferred. The ideal candidate is articulate and confident in liaising with collectors, curators, museums, institutions, press outlets and journalists, conveying and advancing the work of gallery artists. Excellent communication skills in both English and Italian are required.

General Responsibilities

- Liaising with artists on the gallery roster in preparation for gallery exhibitions and shows at institutions as well as art fair presentations, special projects, commissions, performances, and other events.
- Cultivating relationships and communicating with curators, museums, institutions, and other galleries as well as actively submitting press materials about the gallery program and external exhibitions to news outlets and fulfilling image requests from journalists and editors.

Qualifications

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

The position is from Tuesday through Saturday, 10:00am–1:00pm and 2:30–7:00pm.

Please submit a cover letter and resume (in English or Italian) as a single PDF file to the email address galleria@raffaellacortese.com with “Gallery Manager” 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.**