

COMMUNICATIONS INTERN POSITION AVAILABLE

Galleria Raffaella Cortese is seeking a Communications Intern to begin immediately. Candidates should be highly motivated, extremely organized, eager to learn, and punctual. The Communications Intern will acquire skills in compiling artist archives, fulfilling press and archival requests, and preparing digital content for the gallery's communications channels.

General Responsibilities

- Organizing and maintaining artist archives, including CV, biography, and bibliography files
- Liaising with gallery artists to receive up-to-date information about their upcoming projects and exhibitions
- Requesting installation views and checklists of our artists' public exhibitions
- Scanning and formatting press materials
- Organizing and maintaining image and video archives
- Assisting with the preparation of online viewing rooms, gallery newsletters, and social media content
- Assisting Artist Liaisons with website updates and other tasks as required
- Greeting visitors and sharing knowledge of the gallery program
- Running errands and assisting with the gallery's general upkeep

Qualifications

- High proficiency in Adobe Photoshop and InDesign required
- 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
- Prior experience using Adobe Premiere Pro and AfterEffects 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 Communications 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.

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

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