

## SENIOR ARTIST LIAISON POSITION AVAILABLE

Galleria Raffaella Cortese, one of Italy's leading contemporary art galleries, is seeking a highly motivated Senior Artist Liaison with proven sales expertise to begin immediately in a full-time capacity, on-site at the gallery in Milan.

This position requires at least 5-7 years of experience working in the contemporary art field—preferably in a commercial art gallery—in roles related to artist management and sales. 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.

### Responsibilities

- Liaising with select 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, fostering a personal relationship with the artists and their studios.
- Maintaining a constantly updated archive of the artists' available works and ongoing projects, coordinating with the Graphic Design & Communications team to convey them on the gallery's communications, as well as preparing artwork presentations, exhibition dossiers, and artist portfolios.
- Cultivating relationships and communicating with collectors, curators, museums, institutions, and other galleries, identifying paths to facilitate acquisitions and exhibitions.

### Qualifications

- Prior experience using FileMaker or other artwork and contact databases required
- Proficiency in macOS and Microsoft Office suite required
- Proficiency in Adobe Photoshop, InDesign, and Acrobat preferred
- Excellent communication skills in both English and Italian 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](mailto:galleria@raffaellacortese.com) with "Senior 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.