

SENIOR ARTIST LIAISON POSITION WITH SALES EXPERTISE 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.
- Cultivating relationships and communicating with curators, museums, institutions, and other galleries, identifying paths to facilitate acquisitions and exhibitions.
- Cultivating relationships with collectors following all the process of sales with proactive approach.

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 with “Senior Artist Liaison” in the subject line by the 20th February 2024. Only apply for this position if you meet the qualifications; applications that do not meet the requirements will not be taken into consideration. Galleria Raffaella Cortese is seeking to hire a highly motivated Senior Artist Liaison with sales and press experience to begin immediately in a full-time capacity.

This position requires at least 5 years of experience working in the contemporary art field—preferably in a commercial art gallery—in roles related to artist management and press office; robust 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.

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