

L'INCONNUE GALLERY ASSISTANT

DESCRIPTION

L'INCONNUE, a commercial art gallery, is seeking an Assistant.

The selected candidate must have a strong interest in contemporary art, prior experience in an art related organization and a Bachelor's degree.

An exciting opportunity to grow with the gallery, we are seeking an experienced, impeccably organized, responsible, strong communication skills, detail-oriented and hard working individual.

Hours upon the gallery's opening are Wednesdays - Sundays 12-6 pm.

Due to COVID-19, working hours are subject to change. The candidate must be flexible, be available to work outside of gallery hours and from home.

Candidate must live within the New York City area.

Candidates MUST be punctual and MUST open the gallery and be available to the director whilst she is traveling.

APPLICATION INSTRUCTIONS:

Please email cover letter (in the body of the email) and CV (as an attached PDF) to info@linconnue.biz. Email subject as "GALLERY ASSISTANT".

RESPONSIBILITIES*

Greeting the public, answering emails from the 'info' account.
Assisting during and in preparation of gallery events and international art fairs.
Maintaining gallery and director's calendar and travel arrangements.
Arranging artwork shipments.
Updating gallery Google Drive and mailing lists on Mailchimp.
Maintaining gallery listings, press and advertising.
Management of gallery website.
Management of the gallery Shopify store.
Updating artist CVs.
Archiving photographic and exhibition information/press kits.
Ordering office supplies when asked.
Create advertising materials for exhibition announcements.
Creating all exhibition documents (Sales PDFs and Worklists).
Must take initiative.
Interface with gallery visitors and answer questions regarding current exhibitions.
Edit podcast audio files, and upload them onto Spotify, iTunes, and all relevant podcast hosts.
This position requires the candidate to work closely with the gallery director on: general correspondence and to communicate well on any other relevant details pertaining to the daily running of the gallery.

QUALIFICATIONS/SKILLS*

Bachelor's degree.
Fluency in English and strong secondary language skills both verbal and written.
Predisposed knowledge of computer and gallery software required (InDesign, Adobe Acrobat, Adobe Photoshop, Web Coding, Shopify, Artsy, Audacity, Microsoft Word, Excel and Power Point etc.)
Experienced and up-to-date knowledge of social media (Instagram, Snapchat, Facebook, LinkedIn etc.)
Creativity to design marketing materials.
Prior experience with making GIFs.
Prior experience in shipping and customs logistics required.
Ability to learn and work quickly, follow directions and work independently.
Available, adaptable and flexible at all times.
Discreet and highly responsible.
Proactive and professionally mature personality with enthusiasm to learn.
*(NOT LIMITED TO)