

Gallery Assistant

Beschreibung:

We are seeking a highly motivated, extremely organized person who wants to be part of our gallery based in Karlsruhe, for innovative contemporary art. The gallery assistant position is as a Freelancer, Thursday-Saturday, and requires flexibility for additional hours to meet the needs of the gallery.

Please note, that you have to be fluent in German and English!

Main responsibilities include:-Opening and closing gallery
-Answering phones and inquiries from the public-Organizing and tidying office
-Maintaining running inventory of office supplies and ordering accordingly-
Receiving/sending/distributing all mail and packages-Updating mailing list and website-
Coordinating service of internet, computers and phones
-Taking care of the public relations

Qualifications:-High attention to detail
-Extremely self-motivated and responsible to work successfully in a fast-paced, deadline-driven environment-Superior crisis management skills
-Excellent computer and technological skills (digital photography, scanning, Word, Photoshop, InDesign)-Excellent communication and written skills in German and English-Knowledge of contemporary art in Karlsruhe, art institutions, art fairs and art market required.

Please email a cover letter and resume with the subject line "Gallery Assistant" to

info@galleryartpark.com

PLEASE NO PHONE CALLS

Angaben zum Unternehmen

Unternehmen
Ansprechpartner
Adressdaten

Galerie
Moon Park
Kriegsstr. 86
D-76133 Karlsruhe

Telefon
E-Mail

info@galleryartpark.com

Angaben zur ausgeschriebenen Stelle

Stellentyp
Antrittstermin

Assistenz
01.01.14