



GALLERY ASSISTANT

REF. NO. 1226

About us

This work placement is an interesting opportunity to work creatively within a small art gallery business and gain insight into the planning and coordinating of art exhibitions. We are a modern and contemporary art gallery, located in Hackney Wick, presenting and selling fine art 'made in East London'. Our mission is to support artists working in the east of the city to help them manage to sustain their presence here. We are always seeking new artists who have not been showcased yet. If you want to be a part of our team, contact us for a start in 2020.

Number of employees

2+intern

Tasks

- Involvement in planning new series of fine art exhibitions
- Helping with exhibition and sales promotion using social media
- Use of Mailchimp for newsletters and WordPress for our web site
- Being part of the company's financial and business administration
- Participating in meetings with the artists, partners, collectors, etc.
- Contributing to the curation of art programmes and exhibitions

Skills needed

- Creative
- Customer-facing
- Organisation skills
- Flexible
- Team-player
- Motivated
- Reliable

PRAKTIKUM IN LONDON



Skills to be acquired

- Financial and administrative skills
- Organisation of exhibitions
- Improved aptitude in business English
- Gaining relevant work experience

Duration of the internship

Ideally 6 months, but 3 months would be also possible

Office languages

English

Location

East London, Hackney Wick

Financial support

Unpaid internship, although light meals and use of an Oyster travel card will be offered

Office hours

Flexible: four days a week, either mornings or afternoons, or for exhibition openings and events, afternoons or evenings