



Gallery Assistant Internship

Position posted on: April 18, 2018

Geneva

Pace Gallery is seeking a personable **Gallery Assistant Intern** to join our Geneva gallery. Reporting to our Gallery Manager, the Gallery Assistant Intern will welcome visitors to the gallery space, answer and direct incoming telephone calls and ensure the smooth running of the gallery. This position is ideal for candidates with a vast knowledge of and interest in the contemporary art market, who are hardworking, focused, positive and enjoys a collaborative working environment.

This position has a fixed term of September 10, 2018 to November 10, 2018, and a Tuesday – Saturday schedule.

Responsibilities

- Greet all incoming visitors, clients, and press, both in person and by phone.
- Act as an initial point of contact and answer any questions or concerns.
- Direct all sales inquiries to the relevant dealer offices and staff members and provide support to staff while at the gallery.
- Assist and work with clients when members of the sales team are not available.
- Maintain price lists, press releases, and relevant exhibition and sales related materials.
- Assist with private viewings, special events, and openings.
- Maintain overall appearance and tidiness of general gallery spaces, as well as communal areas.
- Be available to assist with other tasks as they arise.

Qualifications

- Bachelor's degree in a related field is preferred.
- Excellent communication and interpersonal skills.
- Strong organizational skills, ability to work autonomously.
- Ability to multi-task and meet required deadlines.
- Knowledge and interest in modern and contemporary artists required.
- Strong computer skills including Microsoft Word, Excel, Outlook.
- Fluency in English and French.

Interested candidates should submit a cover letter and resume to jobs@pacegallery.com, with 'Geneva Intern' in the subject line. No phone calls please.

Pace is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.