

PACE

Part-Time Art Handler

Position posted on: June 23, 2018

Geneva

Pace Gallery is seeking a resourceful, experienced, and reliable **Part-Time Art Handler** to join our Geneva, Switzerland, based gallery. We are looking for an individual who enjoys a wide range of tasks and projects, who is hardworking, efficient, positive, and takes pride in their work.

About the Role:

- Safely and properly handle and pack/unpack works of art
- Prepare artwork for client viewings including hanging art, arranging lighting and preparing the viewing space
- Be responsible for maintaining gallery including painting and patching the walls, cleaning of gallery space and surrounding area
- Receive artwork and maintain updated inventory records of artwork received
- Advise internal departments of receipt of works for conditioning reports, photography, etc.
- Arrange for shipment of artwork within the Geneva metro area including building-out and modifying crates for shipment and preparing artwork for shipment; Maintain record of shipped artwork
- Continuously organize the physical inventory of artworks located in Geneva gallery
- Be available for a minimum of two days per week
- Additional duties as assigned

About You:

- 3 years' experience working in auction house, galleries, or museums
- Knowledge of best practices and materials for packing and installing artwork
- Experience installing a wide range of artworks including heavy and oversized sculptures
- Must have a diverse understanding of different mediums and materials
- Must be extremely diligent and careful in handling artwork
- Ability to clearly communicate with supervisors and fellow preparators is required
- Must have basic computer skills along with familiarity of database programs/software
- BA in Art History or related field preferred

Other Requirements

To be considered for this role, applicants must be either Swiss citizens, EU-nationals or have the legal right to live and work in Switzerland.

To apply for this position please submit a letter of interest, resume, and three references to: jobs@pacegallery.com, with **PT Art Handler** in the subject line.

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.