PACE

Internship in Geneva

REPORTING TO
Gallery Coordinator

POSITION OVERVIEW
The intern's core responsibilities are to welcome visitors to the gallery space, to answer and direct incoming telephone calls to appropriate extensions, and to ensure the smooth running of the gallery as a sales space on a day to day basis.

RESPONSIBILITIES

- Act as an initial point of contact for clients, visitors, artists and press, both in person and via phone.
- Direct sales inquiries to the relevant sales offices and provide support for sales staff while at gallery
- Book management : stock, sales and maintaining inventory
- Maintain lists, press releases, and other exhibition and sales related materials
- Assist with all private views and promotional/marketing events at the gallery
- Maintain overall appearance and tidiness of the gallery
- Research
- Cultural Mediation
- Translation
- Press and communication support
- Keep track of Auction Results
- Other tasks as assigned

QUALIFICATIONS

- Placement agreement required
- Bachelor’s degree in a related field is preferred
- Excellent communication and interpersonal skills
- Strong organizational skills, ability to work autonomously
- Knowledge of the contemporary art market
- Proficiency in Microsoft Office: Outlook, Word, Excel
- Proficiency with Adobe, especially Acrobat.
- Fluency in English and French