



We are one of the leading international galleries for contemporary art with locations in Basel, Hong Kong, London, Los Angeles, Menorca, Monaco, New York, Somerset, St. Moritz, and Zurich. For our Publishers Team in Zurich, we are looking for an

Editorial Trainee (w/m/d), 100 %, April 2026 – March 2027 (*option to extend for one additional year*)

Job Overview:

The Editorial Trainee will support the international publishing team with editorial and administrative tasks while engaging with book-making and publishing processes, learning substantive skills that can translate into future employment in diverse realms. The Editorial Trainee should be detail-oriented, capable of working independently, and share our passion for art publications.

Responsibilities:

- Support editorial team on book projects from initial planning stages through editing and production
- Assist editorial team with securing images, clearing copyright and permissions, drafting captions for book projects, and compiling image credits
- Assist editorial team with book purchases, library and archives management
- General administrative tasks in the day-to-day operations of the editorial team
- Other tasks as assigned

Requirements:

- Academic background, preferably a bachelor's degree in art history
- Professional experience in a gallery or publishing house is an advantage
- Passionate about writing, editing, proofreading and books
- Excellent command of spoken and written English and German
- Good interpersonal skills and able to work in a team
- Outstanding organization and time management skills, including the ability to work flexibly and with precision under tight deadlines
- An eye for detail along with critical thinking
- Good knowledge in MS Office, Acrobat or other publishing tools
- Valid Swiss work permit / Swiss / EU/EFTA citizenship

At Hauser & Wirth Publishers you will be working in an exciting and international working environment. We can offer you an interesting and challenging job and the opportunity to develop within the company. If you are passionate about art publications, our gallery and our ethos, we are looking forward to receiving your complete application by e-mail.

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