

JOB DESCRIPTION

Job title

Operations internship

Reporting to

Operations manager

Overall objective

Annka Kultys Gallery is seeking a highly motivated intern for our Registrar Department, to assist the Operations manager in the installation of exhibitions, documentation of the works of art, and invigilation.

Qualified candidates should be diligent, organized, and detail-oriented, possess excellent communication skills, and an interest in gaining experience in gallery operations. Candidates must have a degree in fine art (or currently studying art) and be fluent in English to be considered for this role.

Key responsibilities

Responsibilities include, but are not limited to:

- Assisting in installations/taking down of the exhibitions, and at gallery openings
- Scanning, filing, and collating condition reports and condition images
- Uploading images of art to Artsy
- Welcoming the visitors and presenting the current exhibition
- Assist in maintaining the gallery space

To ensure our interns have a well-rounded and educational experience, we ask for a commitment of two full days per week Wednesdays and Thursdays for the duration of two shows (10-12 weeks). Our gallery hours are 12PM – 6PM, with additional hours for installations and openings.

Interested applicants should email a brief cover letter, three professional references, and a resume to Adrian at office@annkakultys.com.

Thank you!