

Job Description: Gallery Assistant Intern

Administrative

Gallery assistants provide administrative services such as ordering office or retail supplies, answer phones, issue and manage written correspondence, and set up or confirm appointments or event schedules with artists, vendors, clients or visitors. Additionally, you should provide desktop publishing support and design mailers, posters, brochures, artist background materials and event invitations. They might also write and post classified ads for new job, internship or volunteer positions, review open position applications and train volunteers.

Exhibits and Events

Perform a wide range of duties related to exhibitions and events. Check shipments to confirm arrival of new pieces for an event; unpack and prepare pieces for display; set up exhibition or event spaces; install pieces; or pack and ship pieces previously on display. Provide help to design and coordinate an exhibit or event. Arrange catering for events, create an event schedule or coordinate with event participants.

Public Relations

The gallery assistant might also be required to provide public relations services such as issuing press releases, handle media interview arrangement, maintaining online social media accounts or greet visitors. Also to speak to visitors about an artist or specific pieces on display, or answer questions about pieces or upcoming exhibitions or events. Additionally, they might assist with the purchase and sale of artwork, manage art orders, prepare sold artwork for shipment or follow up with customers to confirm the successful arrival and good condition of sold pieces.

Other Duties

A gallery assistant could take photos for print and online usage or work on special projects. May also help maintain the gallery. For example, a gallery assistant might clean floors, windows, counters or display cases. She might also be responsible for recognizing threats to the gallery or artwork, and handle these threats following protocols as dictated by the gallery director, manager or owner.