

Vito Schnabel Gallery | St. Moritz

Gallery Assistant Job Description

Vito Schnabel Gallery opened in St. Moritz in 2015. We are seeking a Gallery Assistant to start from December 1st 2024. The position, based in St. Moritz, is full time, five days per week. Regular weekend and holiday shifts expected during the high season.

The Gallery Assistant works closely with and assists the Gallery Manager with daily operations. The GA reports directly to the GM but also to staff members in the New York office. The GA's tasks include but are not limited to:

- manage the front desk, greet visitors, give tours of exhibitions
- sort, distribute, and file mail, liaise with vendors, and stock office supplies
- manage general email inbox
- ensure that the gallery is clean and presentable
- save and file (digitally and physically) invoices, receipts, and shipping documents
- maintain the office calendar and gallery website
- maintain office library, publication inventory, and catalog sales
- maintain gallery's contact and artwork database
- maintain and format gallery/artist press
- compile daily press information on select artists
- compile and update artist CVs, press packets, and exhibition materials
- translate texts from English to German and vice versa, other languages as possible
- process images and handle image permissions for press and publications
- draft and send announcements
- compile and update sales previews
- assist owner, sales associates, and GM with sales offers and email drafting
- assist with travel arrangements and accommodations for staff and artists
- assist with preparation of project proposals and exhibition mockups
- assist with planning and coordination of on onsite and offsite events
- assist with various light tasks related to exhibition installation and deinstallation

The successful GA candidate must be fluent in English and German. Italian and French a plus.

A bachelor's degree or equivalent is required.

Ideally, you have experience in handling artworks.

Working knowledge of MSOffice, Lightroom, Photoshop and InDesign is required, database experience is a plus, as is knowledge of Asana, Artlogic and SketchUp.

We look forward to your complete application at sforsythe@vitoschnabel.com

Closing date for applications is October 20th, 2024.