

Kannenfeldplatz 6
CH-4056 BASEL
+41 61 322 10 00

The gallery von Bartha in Copenhagen
would like to invite applications for:

Pasteurvej 8
DK-1799 COPENHAGEN
+45 31 66 86 96

Gallery Assistant for internationally acclaimed Art Gallery in Copenhagen

info@vonbartha.com
vonbartha.com

Your tasks

- Liaise with visitors during gallery opening hours with warmth and discretion
- Maintain pristine appearances of the gallery premises, the entrance area and the book display, while keeping exhibition materials stocked and orderly
- Active with deliveries, shipping and receiving of mail and packages
- Prepare materials for client viewings and client book mailings, as requested
- Assist with fielding and directing incoming phone calls
- Liaise with other gallery staff regarding all aspects of inventory & exhibition set-up, management: production, shipping, framing, photography, research, etc.
- Entering information into the database as well as exporting from the database
- Updating records and keeping the most accurate up-to date information for collectors and institutions
- Coordinate A-to-Z logistics for select events and openings at the gallery
- Organise schedules, plan and book travel and keep track of meetings

Your profile

- Interest in modern and contemporary art
- Affinity with social media
- Digital skills (common programmes such as InDesign, Photoshop, MS Office)
- Manual aptitude without shying away from physically demanding work
- You must be able to take responsibility and show flexibility and commitment in relation to the gallery's overall tasks
- Extremely well organised, attention to detail with the ability to multitask and take initiative
- Competent, open manner with excellent written and verbal communication skills.
- Fluent in English and Danish, further language skills are an advantage
- Independent and structured way of working
- Applications from BIPoC people expressly welcome

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We offer

- A working environment in a small, motivated team
- A broad insight into the activities of one of Europe's leading galleries
- The opportunity to work across a wide range of activities

Please only apply if you are interested in taking on a new challenge and will apply the necessary commitment to assist in the build up of the first international gallery to open in Denmark.

Working Hours

Start of work: 01 March 2022 for 12 months with the possibility of an extension

Working hours: Tue - Fri from 09:00 - 17:00 and Saturdays from 10:30 - 15:30.

Contact

Please send your complete application documents including a letter of motivation, CV and (if available) references as well as your salary expectations by e-mail by 13.02.22 to:

Mamie Beth Cary, mamie@vonbartha.com.

You should be available for interview via zoom on 15.02.22

Incomplete applications will not be considered.

VON BARTHA