

Galerie Thaddaeus Ropac is seeking a highly proactive and motivated intern to join our fall internship program at our London gallery.

Qualified candidates should be organized, motivated, and responsible, with an interest in gaining experience in the daily operations of a leading contemporary art gallery. Previous experience at a gallery or museum is a plus.

Primary responsibilities include:

To ensure that our interns have a well-rounded and educational experience, we ask for a commitment of 3 months. Our gallery hours are 10 am until 6 pm, from Mondays through Saturday, with additional hours for occasional events and openings. Only qualified candidates will be contacted. Immediate start and eligibility to work in the UK is essential.

Tasks will include, but not be limited to:

- Supporting the Front of House and Sales Team with general gallery duties, mail outs, archiving, post and private views
- Supervising the gallery and public spaces, ensuring they are presented to the highest standards at all times
- Assisting with the development, installation and delivery of exhibitions and events
- Assisting with the running of the gallery bookshop, reorganising library, cataloguing/counting books, making sure it is presented to the highest standard at all times
- Assisting with research, putting together artists bios, lists of exhibitions
- Assisting with the gallery invigilating

Ideal Requirements:

- A graduate of either a BA or MA in Fine Art, Art History or a related subject, or equivalent experience
- A keen interest in all aspects of gallery work, such as administration, press, development of exhibitions and events
- Excellent verbal and written communication skills
- Organised with an ability to prioritise with meticulous attention to detail
- Computer literate – familiarity with Mac OS, Photoshop, InDesign, Acrobat and Sketchup is desirable