

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 2019. The position is full time and based in St.Moritz.

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:

- Front desk duties:
 - Answer phones, greet visitors, sort incoming packages and mail, manage the stmoritz@ email inbox
 - Ensure that the gallery is clean and presentable
 - Order supplies
 - Coordinate with local vendors – cleaning company, contractors, alarm system company, etc.
- Administrative tasks:
 - Maintain the office calendar
 - Maintain Gallery website in coordination with NY staff using Gallery Manager
 - Track, organize and format press articles and exhibition information on selected artists using InDesign and Asana
 - Compile and maintain artist press packets, biographies, and CVs using InDesign
 - Assist Owner, Sales Associates, and GM with the preparation of sales offers and email drafting
 - Maintain gallery's library
 - Maintain gallery's visitor and client information
 - Assist NY staff members with general administrative tasks on an as needed basis
 - Coordinate travel arrangements and accommodations for staff and clients
 - Assist with tracking, organizing, and filing of financial statements and invoices as well as shipping documents
 - Assist GM and NY staff with the preparation of project proposals using InDesign
- Event coordination:
 - Assist GM with planning of both onsite and offsite events
 - Gallery openings: order champagne and hire caterer, set up for the event, prepare gallery materials such as artwork checklist, press release, and artist bio, CV, and press packet
 - Dinners: assist GM with communicating with restaurants, hotels (or other event hosts) to discuss menu, drinks, staffing, décor, music, flowers, etc.
 - Create and send event invitations
 - Assist with maintenance of RSVP list and seating chart
- Translation:
 - Translate and edit press releases, artist biographies, email correspondences, and miscellaneous documents on an as needed basis from English to German

(Italian and French if possible), and from German to English (Italian and French if possible)

- Editing of translated texts in coordination with GM
- Art Handling:
 - Assist GM and art handlers with various tasks related to exhibition installation and deinstallation
 - Assist GM with the production of condition reports for incoming and outgoing artworks

The GA 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 and InDesign is required, database experience is a plus, as is knowledge of Asana and SketchUp.

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

Closing date for applications is October 20th, 2019.