

## **INTERNSHIP VICTORIA MIRO VENICE**

### **\*\*Overview:\*\***

We are seeking a motivated and proactive intern to join our team at the Venice venue of a prestigious international art gallery.

The gallery strives to provide a well-rounded experience for the intern, providing guidance and support for them to develop art-related interests, build their industry knowledge, and expand their professional network.

The intern will be exposed to all aspects of working in an international art gallery and will assist the gallery staff in all daily operations, including: research, administrative tasks, maintaining the exhibition space and enhancing the visitor experience.

The internship is full time, from Tuesday to Saturday, 10am-6pm, with a lunch break from 1-2pm.

### **\*\*Key Responsibilities:\*\***

- Assisting gallery staff in liaising with artists, collectors, and visitors
- Assisting with administrative duties as needed, including mailing, archive, and front-of-house tasks
- Preparing and updating information materials
- Helping with art history research
- Helping with set-up and de-installation of exhibitions and viewing appointments
- Assisting with artist residency preparation
- Helping with catalogues management
- Attending gallery openings and performing various event duties

### **\*\*Desirable:\*\***

- A strong interest in art related subjects
- Excellent communication skills and positive attitude
- Great attention to detail
- Organised, reliable and with ability to prioritise
- Proficiency with Mac OS and familiarity with Microsoft Office
- Fluent in Italian and English

### **\*Benefits:\*\***

- Opportunity to work in a dynamic and inspiring environment surrounded by art and culture
- Access to training and professional development opportunities
- Victoria Miro Venice provides monthly reimbursement of expenses

### **\*\*How to Apply:\*\***

Please submit your CV and a cover letter detailing your suitability and interest in the role to [chiara.celoria@victoria-miro.com](mailto:chiara.celoria@victoria-miro.com). Applications close the 1st of June, 2024.