Priveekollektie
Contemporary Art | Design

COMMUNICATION/PR ASSISTANT (INTERNSHIP)

What are we looking for
We are looking for an art gallery intern who wishes to learn more about communication and PR in an internationally operating business. It's a hands-on role that requires a candidate with strong desire to learn.

What you will be doing

- Assisting in daily operations; ensuring effective and consistent communication between
- the gallery and the artists/partners and provide support.
- Contact person for fair organisations and delivering information required for PR regarding
- international fairs.
- Responsible for updating and maintenance of our website and accounts on online art
- platforms like Artnet and Artsy.
- Responsible for social media (Instagram, Facebook, Twitter).
- Writing and producing content (press releases, PR pitches, invitations, etc.) for the
- gallery's events.
- Dealing with media enquiries as well as proactively maintaining and establishing
- relationships with press.

Requirements

- 3rd or 4th year student in Communications/PR or similar degree;
- Professional outlook, independent, dedicated, energetic, pro-active;
- Interest in art and design;
- Flexibility (occasionally we need you to be present during the weekend for exhibition
- openings and such);
- Good command of English, both spoken and written, is required. Other languages
- (French, German, Spanish) are a plus.
- Experience with Wordpress and Mailchimp is a plus;
- Ability to work independently and pro-actively is highly recommended.

Who we are
Priveekollektie Contemporary Art | Design represents internationally recognized artists, and designers and provides young and upcoming talents with a platform for showing their exceptional collectible design and art pieces. Key in the collection is the combination of contemporary art and limited-edition design and the crossing of the fine line between both disciplines.

What we can offer you

- A flat organization structure where you can have your say;
- An easy-going and friendly atmosphere where we work and play hard;
- A great learning experience in a team of professionals with extensive knowledge and
- experience in the field;
- An opportunity to expand your network internationally.

Availability of at least 3 months with 32 hrs./week is preferred. Starting date: January 2018.

How to apply?
Please submit your application letter and cv by email in English (attachments in PDF, max. 5MB) before December 1st 2017 to gallery director Miriam van Dijk miriam@priveekollektie.art