

# Communication/PR Intern

## 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 Artsy.
- Responsible for social media (Instagram, Pinterest...)
- 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 4 months with 32 hrs./week is preferred. Hours are negotiable;

**Starting date March 31<sup>st</sup>.**

## How to apply?

Please submit your application letter and cv by email in English (attachments in PDF, max. 5MB) to the Gallery Director – Miriam van Dijk [miriam@priveekollektie.art](mailto:miriam@priveekollektie.art)