

## **Gallery Intern**

Corkin Gallery

### **Qualifications**

Corkin Gallery is looking for a personable, well-presented and network-oriented individual who enjoys working in a fast-paced environment, with a strong and rigorous work ethic. The candidate must be highly organized, detail oriented, able to multitask and to work under pressure. Excellent communication skills, both verbal and written are required. Strong computer skills with fluency in MAC platforms, Adobe CS6/CC, MS Office, and artwork inventory software are considered assets.

### **Objective**

The purpose of this internship proposal is to offer an opportunity to learn about the day-to-day operations of a large commercial gallery with an international focus to students who are interested in a career in the commercial sector of the art industry

### **Description of Duties**

#### Database management

- Upload all inventory/ artist information to database system
- Photograph works of art as they come into the gallery
- Create condition reports
- Upload works to database
- Monitor flow of inventory for framing and shipping
- Historical photography – information and write ups

#### Document research/artist files cataloguing

- Research artist and price information for evaluation purposes
- Update artist CVs
- Keep artist press current
- Helping to design templates and layouts

All applications can be sent to [info@corkingallery.com](mailto:info@corkingallery.com)