

Vito Schnabel Gallery | St. Moritz Gallery Assistant Job Posting

Vito Schnabel Gallery is seeking a Gallery Assistant to begin as of January 1, 2020 in a role that will be part-time through until the end of the winter season, i.e. April 2021. GA would need to be able to work weekends. The position is based in St. Moritz.

The Gallery Assistant would work closely with and assist the Gallery Manager with daily operations. The GA would report directly to the GM but also to staff members in the New York office. The GA's tasks would include but would not be limited to:

- Front desk duties:
 - Answer phones, greet visitors, sort incoming packages and mail, manage the info@ 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
 - Compile and maintain artist press packets, biographies, and CVs
 - Track, save, file, and format press with 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 visiting staff members with general administrative tasks on an as needed basis
 - Track, organize and file financial statements and invoices
 - Assist GM with the preparation of project proposals
- Translation
 - Translate 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)

The GA must be fluent in English and German. Italian and French a plus.

A bachelor's degree or equivalent is required. Knowledge of MSOffice and InDesign is required, database experience is a plus, as is knowledge of Asana.

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