

Larkin Erdmann Gallery is seeking an intern to join our small, dynamic team in Zürich for a fixed-term position of 6 months. The internship will offer the candidate the opportunity to focus on tasks related to the roles of Assistant Registrar/Technician/Handler and we are seeking candidates with a hands-on, proactive approach. The ideal candidate can expect to gain experience in the day to day running of a secondary market art gallery as well as the safe packaging, handling and storage of artworks and therefore must be able to keep up with the basic physical demand. The ideal candidate would also be tech-savvy and hold a driver's license.

The role would ideally be 3 days per week plus some evenings for events and may require additional days throughout the year during art fairs. Our team is small and young and can offer a lot of flexibility to the right candidate, although the nature of the role will require on-site presence at the gallery and travel to our storage facility outside of Zurich. Remote applications will not be considered.

Tasks and responsibilities

- the organisation and storage of artworks located both at the gallery and our external storage facility
- Maintain database inventory updates including location, packing, and framing notes, and file paperwork accordingly
- packing artworks for shipping
- update and maintain condition report files
- the organisation and updating of the artwork inventory (ArtLogic)
- the logging and inventory of artwork certificates
- tracking sales, exhibitions and art fairs and assisting in shipping arrangements
- management of photography and framing of acquisitions
- physical gallery and storage maintenance (humidifiers, dataloggers, prepping gallery for exhibition install and after de-install)
- library organisation and management

Required

- Excellent command of English and German, any other languages an advantage
- Driver's licence
- Demonstrable interest / experience in working with fine art

Please address applications to Holland and send by email to holland@larkinerdmann.com.

We look forward to hearing from you!