

GALERIE TANIT MUNICH | BEYROUTH

East Village Building | Ground Floor
Armenia Street | Mar Mikhael
www.galerietanit.com

Assistance is required at Galerie Tanit - Beyrouth

Title: Operations Assistant

Job description

- Taking care of artwork inventory (File maker) and storage organization
- Monthly storage checkups, tagging artworks in storage, clearing room for new works, keeping tabs on storage inventory.
- Preparing the space for Exhibitions & Events
- Taking care of the gallery website / updating new exhibitions, artists, and their images and descriptions.
- Taking care of the gallery's digital mailing account (mailchimp.com): uploading and editing contacts, assembling information and sending out mail campaigns.
- Filing and organizing the paperwork of the gallery: invoices, folders, etc.
- Assisting in the execution of gallery documents (price lists, client proposals, artwork captions)
- Receiving visitors and giving tours of the exhibition on view

Qualifications

- Driven individual who takes initiative
- An individual with a general interest in the art world.
- Excellent interpersonal skills
- Excellent communication skills
- Social / people friendly
- Spoken and written proficiency in French or English / Arabic spoken proficiency is a must
- Computer literacy (Microsoft Office)
Knowledge of Adobe Illustrator / Photoshop / InDesign / Premiere is a plus

Start Date: September 2018

Hours: 3 days a week from 11am till 7pm and Saturday from 12pm till 5pm.

Once a month, the gallery organizes openings from 6pm to 9pm.

Flexibility to work 6 days a week when the owner and the director are abroad is a plus.

Please send your CV and a cover letter to Beirut@galerietanit.com