

JOB DESCRIPTION

With the launch of Gallery 1957's **Internship Programme**, we are seeking two energetic and competent interns with strong interests in contemporary art interested on how to assist with daily operations and understudying the co-ordinators and managers at the various departments in Gallery 1957, **Accra, Ghana**.

Date and Term: Start January **2024**, full-time, fixed-term 3 months.

Location: Gallery 1957, Accra, Ghana

Hours: Tuesday – Saturday, 11am – 7pm, 45min lunch break

Intern may also be required to work additional hours from time to time.

Reports to: communications manager and the residency assistant.

Salary: Remuneration will be discussed with potential candidates who reach the interview stage.

The role entails understudying and assisting each department in the gallery at the end of which future opportunities may be discussed.

Duties

Primary responsibilities include:

- Assist the daily operations of the gallery with the residency assistant.
- Assist gallery manager with art fair applications.
- Support residency assistant with budgets and cost for artists-in-residence.
- Assist communications manager with drafting social media posts and monitoring of all social media accounts.
- Assist in daily monitoring of the gallery's info@gallery1957.com account.
- Support with Gallery exhibition openings and special events.

As part of the final month, the intern is required to write a report based on knowledge gained and submit it before the last week of his/her internship.

Qualifications and Skills

- Minimum of a diploma in Art History, Arts Management, or related field strongly preferred.
- Excellent written and oral communication skills.
- Good organisational skills and detail driven.
- Must be a great team player, fast learner, and trustworthy person.
- Ability to multi-task and manage time properly.
- Strong knowledge on the use of social media and graphic design applications including Instagram, Facebook, LinkedIn and Canva.
- Must be computer literate and will be trained on the use of Artlogic and Dropbox.
- Ability and interest in maintaining a thorough understanding of the gallery's plan, mission, and vision.

The successful candidates will understudy the coordinators and managers at the various departments in Gallery 1957.

Applications are accepted on a rolling basis.

Interested and suitable candidates should send their CV's to **tatyana@gallery1957.com**.

1957

Gallery 1957, I, II and III Accra
Kempinski Hotel Gold Coast
& Galleria Mall
PMB 66 – Ministries
Gamel Abdul Nasser Avenue
Ridge – Accra
Ghana
info@gallery1957.com

Gallery 1957, London
1 Hyde Park Gate
London, SW7 5EW
UK
london@gallery1957.com
Instagram: @gallery1957
gallery1957.com