

Job opportunity

For the expansion of our team in Amsterdam, GRIMM seeks a Gallery Assistant with an emphasis on Production and Art Handling



Tasks will include but are not limited to the following:

- Assisting with the preparation of gallery exhibitions.
- Assisting with data entry, related to the location, condition, history and production of artworks in our system.
- The professional and careful packing and unpacking of artworks, and the preparation of artworks for transport.
- The creation of condition reports upon receipt of artworks in the warehouse or gallery.
- The labeling of artworks.
- The efficient and safe organisation of the artworks in the warehouse and the updating of the database.
- Liaise with the gallery team regarding deliveries of artworks.
- Safely transporting artworks locally.
- The installation and dismantling of artworks in the gallery and on location.
- The installing and dismantling of exhibitions in the gallery and booths at art fairs.
- Assisting with management of the warehouse in Amstelveen.

Skills and Qualifications:

- Two or more years of relevant work experience, as an art handler, or within the art world.
- You are attentive, hands-on, precise and careful in your actions.
- You are proactive, organised and responsible.
- You enjoy working in a fast paced environment.
- You are communicative and can work both independently and in a team.
- You are discrete and know how to deal with confidential material and data.
- You hold a valid driving licence in the Netherlands and you are comfortable with driving in large vehicles.
- You are proficient with content management systems.
- Fluency in English is required and knowledge of Dutch is preferred.

About GRIMM

GRIMM is a contemporary art gallery representing thirty-five international artists. Since its establishment in 2005, the gallery has been committed to promoting and supporting emerging and mid-career artists who work in a diverse range of media. The gallery has exhibition spaces in Amsterdam, New York and London.

Gallery hours are Tuesday–Saturday, 10:00-18:00. Applicant must be flexible and available to work outside of designated workdays on an as-needed basis. Competitive salary commensurate with experience.

Interested?

Please send us your cover letter and CV.

If you would like more information, you can contact Lorenza Brancadoro via lorenza@grimmgallery.com