

Gallery Assistant and Content Creator, Amsterdam, 2024



GRIMM, Amsterdam is seeking for immediate hire a highly organised, hardworking, and team-oriented individual to fill the position of Gallery Assistant with an emphasis on Digital Content. The successful candidate will be exceptionally organised with a keen attention to detail. Candidate should possess excellent verbal and written communication skills and be able to efficiently multi-task in a fast-paced, dynamic environment.

The content creator will be responsible for developing high-quality copy for websites, social media, marketing materials, and other platforms. The ideal candidate will have a strong interest in the rapidly evolving digital marketing landscape of the art world and experience in a data-driven environment.

Tasks will include but are not limited to the following:

- Preparing content for digital channels; gallery website, ArtLogic private views, social media and newsletters.
- Handle the gallery's social media channels.
- Designing sales previews, preparing artwork offer presentations and artist portfolios.
- Assist in preparation of exhibitions at the Amsterdam space and Netherlands-based art fairs, designing visual materials including vinyl, floorplans and artworks' labels, ordering supplies and assisting in the lead up to exhibitions/fairs.
- Assist in designing digital renders for art fair applications and exhibition preparations.
- Booking photography and liaising with photographers for prompt delivery of files, monitoring internal deadlines for sales and marketing usage.
- Actively maintaining artist and press archives, formatting and uploading images, press and related documents to internal server.
- Manage on-site library and book inventory, managing webshop orders.

Skills and Qualifications:

- A keen attention to detail and organisation, and capable of independently prioritizing and executing multiple tasks in a fast-paced environment are mandatory.
- Proficiency in Adobe Creative Cloud (specifically Photoshop and InDesign) is required.
- Clear oral and written communication in English. Speaking Dutch is a plus.
- Able to manage a sometimes busy workload and stay calm under pressure.
- Proficiency in Sketchup and CMS systems is highly desirable.

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