

# BRIGADE

Brigade is seeking a gallery assistant at our Copenhagen gallery on Vesterbro.

Brigade is expanding its activities from independent art consulting to also include commercial gallery business over the summer. We are therefore looking to hire two gallery assistants to work on tasks primarily related to our gallery exhibitions, sales and communications. We are looking for highly responsible and detail-oriented candidates with a friendly and professional attitude. The team at Brigade is small and flexibility is therefore essential. It will be a position with the potential for growth and advancement.

## Responsibilities

The assistant will be the first point of contact for the general public visiting our Copenhagen gallery and is expected to treat all visitors with grace and hospitality. The job will include;

- cataloguing and maintaining gallery archives and databases;
- assisting in planning, organising and presenting exhibitions;
- arranging transport and loans of art, as well as negotiating related fees;
- general administrative duties, such as answering emails, typing correspondence, answering telephone calls as well as opening and closing the gallery; and
- assisting the gallery management with the arranging of exhibitions, sales and communication.

## Work hours

The job is initially a part time position of 20 hrs/week with additional hours for openings and events. The position can involve some travel activity in connection with international art fairs or Brigade's international projects, but the candidate should initially expect to travel one week every quarter at most.

## Qualifications

- Degree level (bachelor degree or higher), preferably related to art
- Previous experience of working in an art gallery may not be required if you are able to demonstrate a high level of knowledge of fine art
- Excellent verbal communication skills as this role is public facing and the ideal candidate should therefore be able to converse freely with all visitors to the gallery
- Well organized, good at compiling inventory and maintaining accurate records
- Ideally, you have a creative disposition, which allows you to help manage the daily operation and assist with exhibitions and displays
- An understanding of marketing and PR is a distinct advantage
- Knowledge of Microsoft Office is required, and knowledge of Artbutler a distinct advantage

## Location

Brigade's Copenhagen gallery is located at Vesterbrogade 75, 1620 Copenhagen V, DK

## Application Instructions

Please send resume and cover letter to [applications@brigade.site](mailto:applications@brigade.site) with "Gallery Assistant" in the subject line no later than 10 July 2020.