

Sales & Marketing Intern



Full time – 6/12 months – Los Angeles

Description of the company

An International contemporary art gallery located in Miami is looking for a Sales & Marketing Intern to join their team.

Missions

- Assisted in booth design for Art Basel in Miami
- Modified brochure design for the gallery using photoshop
- Followed up on artist programs to maintain schedule
- Supervised onsite installations
- Coordinated travel/hotels
- Managed calendar events
- Organize international art fairs
- Assist founder in planning and organizing events.
- Assist in exposing artists and promoting their careers and sales.
- Contact sponsors and venues to plan and host
- Communicate with affiliates across the country to ship artworks and organize artists visits/residencies.
- Communicate with artists and curator to ensure proper representation within the community.

Skills

- Bilingual French- English is preferred , Spanish is a plus
- Interest in Art
- Willing to do sales, marketing, meetings, networking
- Be flexible.