

## MAXIMILLIAN WILLIAM

### GALLERY INTERN

Fitzrovia, London

2 days a week, 3-month period

Paid

Please submit a CV and cover letter to [maximillianwilliam1@outlook.com](mailto:maximillianwilliam1@outlook.com) with the subject heading 'Gallery Intern Application – YOUR NAME'.

We are looking for a passionate, extremely organised and enthusiastic individual to join our small team. This individual will bring a range of skills and experience with them, contributing to the gallery whilst growing their own skillset. This role is perfectly suited for the ambitious and hardworking, someone who wants to advance within an administrative gallery role.

### ROLE SPECIFICATION

- Supporting the Exhibitions & Research Manager in exhibition related tasks and assisting during exhibition turnarounds.
- Supporting the Gallery Assistant with administrative tasks including shipping, invoicing and preparing sales marketing material.
- Maintaining the gallery library and assisting with the gallery bookstore.
- Supporting with social media management.
- Meticulously organising files and updating information for the gallery including updating artist portfolios, CV's and biographies.
- Updating the database with any new information, from contact details from the visitor book to artwork information.
- Supporting with website management.
- Booking transport and couriers.
- Ensuring the gallery is clean and organised with supplies and materials.
- Playing a supporting role within the gallery with daily tasks as needed including monitoring climate conditions, logging visitor numbers and running errands.

### PERSONAL SPECIFICATION

- Excellent computer skills including proficiency in Adobe Photoshop, InDesign and Microsoft Suite.
- Attention to detail.
- Extremely organised.
- Social media skills.
- Strong and clear communicator, able to work maturely within a team environment as well as independently.
- Interest in Arts Administration.

### DESIRABLE

- Previous work, intern or volunteer experience in an arts or office environment.
- Knowledge of Google Workspace and SketchUp (or other comparable 3D modelling software).
- Interest in Graphic Design.

## ABOUT THE GALLERY

Founded in 2015, Maximilian William began with an itinerant model which allowed the gallery to gradually form a roster of contemporary artists. An impulse to expand alongside the advancing careers of these artists led to the establishment of a permanent gallery space in Fitzrovia in 2019.

The gallery is artist-centric, collaborating closely with those it supports to build their platforms. On occasion, the gallery seeks to produce exhibitions that highlight those who have influenced its creative community, with the aim of presenting pivotal figures to a new generation.

Alongside exhibition making, the gallery is committed to publishing, producing a range of publications from artist books to exhibition catalogues and monographs. The distribution of literature is key to the gallery's commitment to improving accessibility to contemporary art. Publications by the gallery are held in the archives of MoMA and Tate.