

GREENE NAFTALI

Greene Naftali Gallery is seeking a motivated and hard-working individual to intern 5 days per week for a period of three months. Candidates should be detail-oriented, eager to learn and capable of working independently. Strong organizational skills and an interest in contemporary art are advantageous.

The intern will work closely with the gallery's digital and physical archive, and learn how to systematically sort and organize internal gallery materials including books, exhibition catalogues, artists' biographies, press, digital image files and slide archives. The intern will also learn how to use Artbase/FileMaker Pro, and gain new skills in Photoshop and Microsoft Office. Special projects may include supporting directors through research for upcoming exhibitions, exposure to the installation of works on site, and the potential to directly assist artists.

Applicant should be proficient in Adobe Photoshop and Microsoft Office and a familiarity with Artbase/Filemaker Pro and InDesign is preferred. Gallery hours are 10am-6pm Tuesday through Saturday. This is a paid internship. Applications are reviewed on a rolling basis. Please email a cover letter and resume to jobs@greenenaftaligallery.com.