Wellington Gallery -

Founded in 2004 with the vision to bring and support artists on the global stage, Wellington Gallery has transformed into the leading gallery for Asian contemporary art in Hong Kong from its humble beginnings. Originally a small space on Wellington Street, Wellington Gallery relocated to its current venue on Wyndham Street in 2007. Now in the heart of Hong Kong, the 2-stories, 2500 square feet space provides a relaxing atmosphere to view artwork in the best setting amidst the busy Central district.

Always bringing in new ideas and concepts from all around Asia, Wellington Gallery consistently provides its audience with top quality artworks from both emerging and established artists from China and other parts of Asia including Japan, Korea, Vietnam, Indonesia and more. Many artists have since achieved recognition by international museums and art experts. With 10 years of experience in Hong Kong, Wellington Gallery is a landmark for collectors and art lovers.

We are currently looking for the following position:

**Job Title**: Gallery Intern (Full Time / Part Time)

**Employee Status**: Internship

**Duties and Responsibilities**

1. Provide administrative support and assist in daily operation
2. Assist in organizing exhibitions and events
3. Update gallery website
4. Communicate with clients and provide assistance as necessary
5. Maintain data base and develop catalogue

**Requirements:**

1. Be highly-organized and detail-oriented
2. Excellent oral and written communication skills in both English and Chinese
3. Able to work independently and cooperatively with others
4. Strong initiative skills
5. Mature, outgoing and responsible
6. Interest in building a career in the contemporary art scene
7. Must be Hong Kong permanent resident or have valid Hong Kong working visa
Education:

Recognized university bachelor degree in arts, art management / marketing or related discipline.

Computer Skills:

Mac & Microsoft, Word, Excel, Power Point, Access, Photo Shop, Internet, Illustrator.

This is a non-paid position, but we will provide a daily stipend for lunch and transportation.

For interested parties, please email us your full resume and contact number to hr.wellingtongallery@gmail.com

For more information please contact Ms Lam at 2804 6688 or visit our web site www.wellingtongallery.com.hk