

About Illuminati Fine Art

Illuminati Fine Art is dedicated to organising profound and inspirational exhibitions; with the aim of promoting Chinese Contemporary Art and New Ink Art in Asia and abroad. The gallery advocates cross-cultural art exchange, providing a global platform to stimulate cultural engagement between artists, collectors, curators and art organisations from all over the world.

Job Opportunity: Gallery Assistant (Full Time)

Responsibilities

- Participate in local and international art events
- Assist with preparation materials and set up for exhibitions and art fairs
- Maintain gallery website, as well as update social media, including Facebook, Instagram and WeChat
- Provide gallery daily operation and administrative duties
- Research in artists' information and biographies

Requirements

- At least 1 year of relevant working experiences
- Good command of written and conversational English and Mandarin
- Familiar with Mac OS and proficient in Adobe Creative Suite (including Photoshop, Illustrator and InDesign)
- Other ad-hoc duties
- Immediate availability preferred

Working Hours

10:30am–7pm, 5.5 days per week

Location

Central, Hong Kong

Please submit your resume and cover letter with expected salary by email to info@ifineart.net.