

Gallery Internship

Oui Gallery is seeking highly motivated interns at its new gallery space in Central. The interns will have an opportunity to play a significant role in the early stages of planning exhibitions as well as the opportunity to work with international artists. Candidates must be well organised, dynamic, detail-oriented, passionate, and exercise a professional decorum with discreet and sound judgment.

Responsibilities:

- Manage daily operations of the gallery
- Fulfil gallery administrative tasks
- Assist the gallery director as assigned
- Contribute to the writing, editing and translating of exhibition and materials
- Help plan and organise the upcoming Exhibitions
- Assist in updating gallery's website and gallery's social media platform
- Manage and follow up with shipping and logistics

Requirements:

- Current university student in the Art History, Visual Arts, Culture, and any other similar fields is preferable
- Highly proficient in English, Mandarin and/or Cantonese
- Excellent communication skills
- Interest in art, self motivated, well-organised and able to work independently
- Computer efficiency (i.e., Microsoft Office Suite)
- Proficiency in Adobe Creative Suite would be an advantage
- 2-3 days per week, 10am-6pm.

Please submit your résumé to **info@oui.gallery** with the title “Gallery Internship” in the subject line. Please include your detailed daily availability, potential start date, and a writing sample.