



## **Art Gallery Consultant – part-time position**

### **Purpose of the Job**

- The Art Gallery Consultant will work with the Artistic Director, Gallery Manager, Curators, and other members of the team at Valletta Contemporary. The post is responsible to the Founder and Artistic Director of Valletta Contemporary, Norbert Francis Attard.

### **Main Responsibilities**

- To sell art works at Valletta Contemporary.
- To curate the merchandise of the gallery shop.
- To occasionally act as an exhibition gallery curator as reasonably directed.
- To write texts for exhibition catalogues, especially when acting as curator of an exhibition.
- To organise a series of talks at the gallery (for example, the Art Market)
- To give talks about Valletta Contemporary at the gallery and away from the gallery.
- To attend conferences and meetings when necessary.
- To assist in the monthly Newsletter.
- To assist on the Education Program.
- To organise international art visits on behalf of Valletta Contemporary.
- To act as Ambassador for Valletta Contemporary.

### **Essential**

- Excellent communication skills, good team worker, the ability to lead and motivate a team. Must be excellent in organisational ability, experienced of working with artists and curators.
- An enthusiasm for contemporary visual art.
- Bachelor's degree in art history or related area. Other degrees such as in arts management, business studies, marketing and sales, would be most beneficial.
- Detail-oriented, highly educated and punctuality is most essential.
- A knowledge of the legal aspects of the art world would be most beneficial.
- Masters level or above in contemporary art would be a plus.
- Strong written and oral communication in modern languages, other than Maltese and English.

### **Working hours**

The part time job entails a minimum of 20 hours per week.

### **Application**

To apply please email a motivation letter and curriculum vitae to:  
norbert@vallettacontemporary.com by Monday 12<sup>th</sup> of March 2018, 5pm  
Interviews for shortlisted candidates will be held 19<sup>th</sup> of March 2018

Please note, we are unable to give feedback on individual applications.

The desired commencement date for the position of Art Gallery Consultant is the 2nd of April 2018.