



We are hiring!

GALLERY ASSISTANT



Nguyen Art Foundation (NAF) is looking for a full-time Gallery Assistant for our Art Spaces. Established in 2018, NAF aims to expand the possibilities for contemporary art in Vietnam by supporting and facilitating exchanges that not only enrich our artistic communities, but also engage the wider public both within and outside of Vietnam. Our passionate team is looking to expand; if you are eager to learn, this is your chance to join us!

* Applicants should email a brief cover letter (up to 300 words) and CV in either English or Vietnamese to

info@nguyenartfoundation.com

with subject 'Application – Gallery Assistant' by **3 November 2023**

JOB DESCRIPTION OVERVIEW

- Assist NAF team members in the management of the NAF Collection, Exhibitions, Public and Educational Programs and other endeavours
- Liaise with relevant NAF team members and collaborators in a professional, timely and proactive manner in the realization of all NAF activities, on and offsite
- Welcome visitors and introduce NAF Exhibitions through short exhibition tour and the sharing of relevant promotional materials
- Manage and perform administrative and logistical tasks

REQUIREMENTS

- Bachelor's degree in Management, the Humanities, Arts or related fields is preferred
- Must have a strong interest in art and culture
- Experience working in an art organization is an advantage but not required (training will be provided during the working process)
- Excellent communication, time and project management, interpersonal, and conflict resolution skills
- Fluent in both English and Vietnamese (speaking and writing)
- Good command of Microsoft Office tools (Word, Excel, Powerpoint, etc.)
- A successful applicant will be dynamic and well-organized, willing to support other team members, and able to communicate with collaborators and guests with enthusiasm

SCHEDULE

Full-time position

10AM – 4PM; 5 days a week including Saturday; some evening work might be required (Opening reception, special events, public programs, etc.)

LOCATION

- EMASI Nam Long School
147 Street No.8, Nam Long Residential Area, D.7, HCMC
- EMASI Van Phuc School
2 Street No.5, Van Phuc Residential City 1, Thu Duc City, HCMC,



JOB DETAILS

GENERAL ADMINISTRATION AND LOGISTICS

- Assist in the management of all contracts and invoices (drafting clauses, liaising with collaborators and suppliers; collecting/collating receipts from suppliers, etc.)
- Manage the Library, ensuring the organization of all reading materials is kept onsite in a tidy and systemized manner for ease of access; undertaking regular stocktake (categorizing existing reading materials, tagging new ones, etc.)
- Ensure the regular update of all NAF contact databases (guest reports, importing guest contacts into Mailchimp)
- Oversee the mailbox info@nguyenartfoundation.com; receive and reply to emails promptly, providing relevant information or forwarding to the person in charge
- Receive mail, postage and promptly forward to the person in charge; send mail and postage
- Liaise with Facilities, Technical and Security for facility requests and technical and security support
- Liaise with relevant suppliers to find quotations and make purchase of prints, equipment, tools and stationery when necessary
- Carry out the printing/scanning/photocopying of materials
- Compose administrative documents, forms, templates etc.
- Research, book air tickets and accommodation for business trips
- Other tasks as requested

MANAGEMENT OF NAF EXHIBITIONS AND ART SPACES

- Open and close the exhibitions at EMASI Nam Long and EMASI Van Phuc on the relevant opening days
- Check the conditions of artworks and of the exhibition space and its reading materials
- Welcome visitors in a friendly and professional manner, guide visitors through the exhibitions as instructed, share relevant promotional materials and survey visitors' feedback
- Liaise with relevant NAF team members in a timely manner in case of emergencies (problems regarding the condition of artworks and exhibitions, or issues regarding health and safety regulations occur)
- Assist in the management of artwork data and artist portfolios (collecting artwork labels, artist biographies, artist statements, promotional materials, invoices and certificates of authenticity from artists, galleries, sellers etc.); organize and maintain all physical and digital inventory records, on and offline, ensuring text and image files are kept in an efficient manner
- Assist in the installation and deinstallation of artworks and exhibitions, coordinating with relevant NAF team members, Facilities, Technical and Security departments, and suppliers on the appropriate execution and meeting of install/deinstall and health and safety requirements
- Assist in the organization and realization of NAF Public & Educational Programs and other endeavours, on & offsite, on & offline
- Assist relevant NAF team members in the implementation of appropriate procedures and standards relating to the care, storage, handling, packing and transportation of artworks
- Assist relevant NAF team members in the process of artwork reception; ensuring physical receipt of all artworks onsite is recorded for condition reports

SALARY & BENEFITS

- Salary to be discussed during the interview
- Lunch meals to be provided on working days, with occasional snacks and ice cream
- Opportunities for growth and development
- Other benefits to be discussed during the interview



Để xem thông tin bằng tiếng Việt,
vui lòng truy cập
<https://bit.ly/naftrolykhonggian>