

PearlLam Galleries

Intern brief

An opportunity has come up for a self-motivated individual to join Pearl Lam Galleries Singapore for the period of December 2015 to end of January 2016.

Role summary and key responsibilities

- To support the Exhibitions Executives in the organisation and delivery of temporary exhibitions from the point at which each it is first programmed through to de-installation, including any onward tour.
- Provide general administrative support to the team as required.
- This will be a paid full-time position, working 11am to 7pm from Tuesdays to Saturdays.

Main tasks and activities

Administration

- Maintain electronic and paper files for exhibition projects and for the gallery. Ensure that all records are kept in good order and managed according to established procedures.
- Arrange exhibition and department meetings, confirming locations, arranging rooms and refreshments, preparing agendas and paperwork, taking and circulating minutes; attend the weekly Operations Meeting.
- General office administration in support of the gallery, including ordering stationary and office supplies and responding to general enquiries.
- General administration in support of the Head of Exhibitions, including booking travel and accommodation and taking notes at meetings.
- Edit and translate client presentation documents in English and from English to Simplified Chinese.

Operational Support

- Assist in communicating with external colleagues, such as contractors and transport agents, including sending out correspondence, providing information, checking and chasing information and dealing with queries, always ensuring that information is handled sensitively and confidentiality is maintained where necessary.

- Assist with the installation and de-installation of exhibitions, including preparation of all documentation, such as condition reports and shipping/crate labels; management of the exhibition spaces where required.
- Research travel and accommodation options for staff and selected guests.
- Help in general day-to-day running of the office.

Research

- Contribute to material for exhibition and projects when appropriate

Person specification

Essential

- An interest in international twentieth century and contemporary art.
- An understanding of the issues involved in the display of works of art in a public gallery.
- Excellent organisational and planning skills, coupled with the ability to work calmly under pressure and to tight deadlines.
- Strong attention to detail and excellent spoken and written English.
- Effectively bilingual in English and Chinese, both written and verbal.
- Familiarity with Macintosh system.
- Interest in the work of Pearl Lam Galleries.

Desirable

- Relevant experience, whether paid or voluntary in a museum or gallery setting.
- Experience of working with and participating in the delivery of events to diverse audiences.
- Conversant in Cantonese

Selection

Interested parties please email your CV and cover letter to galleriesg@pearllamgalleries.com with the subject 'Application for Internship Dec 2015 – Jan 2016'. Please indicate availability for interview in the email.