Intern Position available: Digital Content Manager for Established Art Advisory Firm

Ideal candidate must be highly proficient with computers, technology, and digital organization systems. You will be helping to manage digital art content for our company’s new website and reaching out to galleries and artists. Excellent writing, editing, and proofreading skills are required. Candidate should possess a high level of skill with technology and an interest in contemporary art, including video and digital art.

Candidate should be a self-starter, organized, dependable, flexible, and willing to learn. We are an ever-adapting art-tech business. A strong work ethic is important.

Required technical skills: knowledge of Squarespace backend

Suggested technical skills: knowledge of ArtBinder, ArtBase

Should have working knowledge of one or more of the following: Photoshop, Final Cut Pro, Adobe Creative Suite

Must be available three full days per week. Schedule TBD. Some work can be done remotely. This is a paid, term internship that could lead to a permanent position. The term of the internship is from May 29-mid July (exact end date TBD).

Send cover letter, indicating the specific software platforms in which you are proficient, and résumé to: psfa.5a1a3bf@m.evernote.com