



- CONFIDENTIAL

Position:

- Gallery Assistant\*

\*For those who have relevant work experience might consider as Gallery Manager.

Highlights:

- Compulsory business trip to Niseko for 4 months (from December 2019 – March 2020)
- Basic salary with Bonus / Commission, accommodation and flight included
- Tailor-made for winter sports (ski / snowboard lover), an ultimate mountain lifestyle
- Gain international exposure and networking with high net-worth individuals

Reports To:

- Managing Director

Key Responsibilities:

- Station at the art gallery and provide high quality service to international collectors and investors
- Manage the publication of exhibition catalogs, database, website information and social media platforms
- Proactively identify buyers, follow up emails, handle all customers' inquiries & complaints
- Plan & execute promotions, events, exhibitions in Japan, Hong Kong & more
- Provide art tour to visitors
- Provide 360-degree client care, assist on sales transactions where necessary
- Advise on art acquisitions, collection management, insurance, shipping and art handling
- Building strong connection with local vendors, partners & prominent art collectors
- Promote artists to the international art market as a sales force, and introduce artists by organizing events and marketing activations.
- Translation of written material from English to Chinese and vice versa
- Handle shipping of works to and from overseas and logistics locally
- Daily maintenance of the gallery
- Work closely with marketing team and support ad hoc admin tasks

Requirements:

- Bachelor's Degree / Certificate holder in Art, Hospitality Management, PR / Marketing or related discipline is preferred
- Basic Microsoft office and is a must
- Fluent in written and spoken English and / or Chinese, Japanese is a plus

What We're Looking For:

- Must be a good team player
- Passion for art industry

Interested parties please email your CV, expected salary and job references to  
[info@nisekomarketing.com](mailto:info@nisekomarketing.com)

For more information, please visit [nisekomarketing.com](http://nisekomarketing.com)