

# RONewa

## ART PROJECTS

### Internship: Gallery Assistant & Social Media

#### POSITION:

Gallery Assistant & Social Media Intern

This is an unpaid position

#### START DATE:

Onboarding on a day between April 16 and April 19, 2024

Starting by April 26, 2024 (for the opening evening of Gallery Weekend Berlin)

#### DURATION:

3 months

#### HOURS:

12 – 18 hours per week

(Gallery opening hours: 12:00 to 18:00, Tuesday to Saturday)

#### GALLERY OVERVIEW:

Ronewa Art Projects is a contemporary art gallery located in Berlin's vibrant Tiergarten art district. We proudly represent a dynamic portfolio of emerging and established artists from Europe, Asia, the Middle East, Africa, and the global African diaspora. Our mission is to enhance the reach and visibility of our artists through our public exhibitions, participation in art fairs, and digital platforms.

#### IDEAL CANDIDATE PROFILE:

We seek an individual who is outgoing, proactive, highly organized, and deeply motivated. The ideal candidate will display a strong interest in contemporary art and a positive and professional demeanor. They will have experience creating visual content for social media and have an up-to-date knowledge of social media tools and trends. Proficiency in English, both written and oral, is required, while knowledge of German is considered a plus.

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### ESSENTIAL QUALIFICATIONS:

- Strong communication skills in English (both written and oral)
- Proficiency in social media platforms such as Facebook and Instagram
- Familiarity with Microsoft Word, Excel, and Adobe Photoshop
- Excellent image editing skills

### MAIN RESPONSIBILITIES:

#### 1. Social Media & Online Communications:

- Develop and execute a comprehensive social media content schedule based around gallery projects.
- Expand our follower base on social media platforms through regular curated content, interacting with our audience, and leveraging current trends and tools.

#### 2. Image/Video Editing

- Resizing and touching up images, creating website banners
- Creating artwork wall visualizations
- Basic video editing skills for social media

#### 3. General Gallery Duties:

- Welcome gallery visitors, maintain visitor diary, and answer phone calls
- Keep the gallery space tidy and presentable
- Assisting with exhibition opening events
- Assisting with day-to-day administrative tasks

### HOW TO APPLY:

Eligible candidates are invited to send their CV and cover letter to [contact@ronewa.com](mailto:contact@ronewa.com). Shortlisted candidates will be invited for an interview, which may be conducted in-person at our gallery or virtually via a video call.