Position: Art Historical Research Intern
Part-time: minimum 12 hours per week
Spring Term 2016: January-May

Description:

Sokoloff + Associates, LLC is looking for an Art Historical Research Intern who will be assisting the advisors with artwork research and collection database management. The position offers unique insight and experience in the field of curatorial research and advising. The successful candidate will report primarily to Laura González, Art Advisor, and to Anna Stein, Director of Operations, as needed.

Key Responsibilities:

• Systematically research and update artwork records in collections database.
• Provide research on provenance, exhibition history, literature references and market comparatives of artworks.
• When necessary and in consultation with the advisors, reach out to galleries, dealers, estates, foundations and institutions to request pertinent information and research materials.
• Format information in database according to Sokoloff + Associates’ official cataloguing style guide, which will be provided and explained during training.
• Assist in preparing client itineraries for art fairs and other art events as needed.

Qualifications:

• The candidate must be an undergraduate or graduate student of art history or related field, with at least 2 years previous internship or work experience.
• Previous artwork cataloguing experience is a plus.
• Required foreign language skills: fluent Spanish; proficiency in Portuguese is a plus.
• Applicants must maintain the highest attention to detail, be organized and self-motivated.
• Must work well in a team and possess superb written and oral communication skills.
• Must work well under pressure and be able to initiate follow up, without direction, in order to meet short deadlines.

Please send cover letter and resumé with Art Historical Research Intern in the subject line to: laura@sokoloffart.com