

# wallspace

607 North La Brea, la, ca, 90036  
gallery direct tel: 323 930 0471 fax: 323 843 9880 [www.wallspacela.com](http://www.wallspacela.com)

## Internship Program at Wallspace

Wallspace, a dynamic art space Los Angeles-based gallery, is offering the opportunity to join our team at Wallspace with our internship program.

We represent over 50 Los Angeles based emerging and more established artists in a dynamic gallery on La Brea, just one block south of Melrose.

With the internship program interns will have the opportunity to gain first hand knowledge of the day-to-day running of a contemporary art gallery. He or she will learn about working with artists, clients, designers and decorators and will be able to grow in numerous areas that will help enhance his or her skill set.

### Responsibilities:

Helping with day to day duties with clients and artists, events, installations for shows, hanging of art, wrapping and transporting art.

General office duties, including answering of telephone for any sales or rental inquiries, emailing clients, invoicing, maintaining website and updating / uploading new art images and working with social media of the gallery and website. Also working hands on with the art, framing prints and hanging art installations.

Qualifications: The successful applicant will have: A strong interest in contemporary art and the Los Angeles art scene. An Art History or Fine Art background is a plus. Proficient with Microsoft Word, Excel, Adobe Illustrator, Photoshop & Dream Weaver

Fluency in English and good writing skills

Professional demeanor and appearance

Friendly and outgoing personality and value providing great customer service.

Strong organizational skills, ability to manage multiple tasks and meet deadlines and desire to be a self starter

All applicants must be comfortable with heights and hanging art from a 12' high ladder.

Valid drivers license for picking up and delivering of art. All parking fees and mileage expense will be paid by gallery

This is non paid academic credit position Internships will be for a period of 3 months 12 hours per week

Please send a cover letter and resume in PDF form, as attachments. Write "INTERN" in the subject line to [art@wallspacela.com](mailto:art@wallspacela.com)

We look forward to hearing from you.

All the best

Valda Lake

607 nth la brea

la, ca 90036

gallery: 323 930 0471

fax: 323 843 9880

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hours monday - wednesday 11 - 6

thursday - friday 11- 7

saturday - sunday 12- 7