

## JOB DESCRIPTION – GALLERY ASSISTANT

### ROMEET CONTEMPORARY ART SPACE

Romeet was founded by Phare Ponleu Selpak (PPS) in 2011 as a Phnom Penh platform for emerging and established alumni of the PPS's Visual Art School in Battambang. Romeet is a dynamic space for contemporary art exhibitions, talks, workshops, local collaborations and international exchange. Romeet is looking for a qualified Gallery Assistant.

#### **Responsibilities of Gallery Assistant**

- **Assisting in the daily management of the gallery:**
  - Maintaining the cleanliness of the gallery
  - Protecting the art pieces stored in Romeet
  - Selling artworks
  - Keeping the gallery and office well supplied with necessary materials
  - Liaising with partners and regular clients from Cambodia and abroad
  - Communicating the main activities of the gallery and also on the PPS other activities via the social network and newsletter
  - Communicating internally about the activities organized by the gallery to the other departments of Phare Ponleu Selpak (PPS)
  - Financial budgeting and control: providing a monthly accounting report for the gallery
  - Maintaining the digital archive of the visual artwork by exhibiting artists
  - Reporting on the everyday the activity of the gallery
  - Forwarding and/answering customer emails
  - Update website with new content
  
- **Planning and coordinating exhibition or other private / public events :**
  - Communicating on the events organized by the gallery using different media (flyers, newsletters, social network, press releases, etc..)
  - Offering a logistical support to set up the events and install/uninstall the exhibitions
  - Assisting in organization of public and private events to present the work of Romeet Gallery and its activities.
  
- **Assisting the Gallery Manager & Curator as required**
  - Assisting the Gallery Manager & Curator with new tasks as necessary

#### **Qualities Needed**

- **Essential**
  - Excellent organizational skills
  - Ability to multitask in high pressure environments

- Excellent spoken and written Khmer
- Excellent spoken and written English
- Intermediate computing skills including Microsoft Excel

- **Desirable**

- Appreciation of Contemporary Art
- Basic level Adobe Suite (Adobe Photoshop, InDesign, Illustrator etc...)

### **Working Hours**

Tuesday to Saturday 10 am – 6pm.

The gallery assistant will also be required to work our night-time openings and special events (1-2 a month).

Please send your application, with a cover letter describing your relevant experience responding to the required skills for the position, alongside your CV to [kate.romeet@gmail.com](mailto:kate.romeet@gmail.com).

Women are strongly encouraged to apply.

For further information you can contact Kate O'Hara on 092 953 567.