

Out of the Cube | On Demand Studio Assistant

Gavriella Abekassis

Services:

EXHIBITION MANAGER

- Assistance with shipping, loan forms, art handling
- Administrative work required for an exhibition
- Liaison with exhibition space / art gallery / museum

NEWSLETTER, MAILING LIST & SOCIAL MEDIA

- Creation of your mailing list, management and registration of new contacts
- Creation of a newsletter calendar and content
- Creation of a personalized social media calendar and content, management of your social media accounts
- Online network research: clients, press, advisors, galleries, collectors

ARTIST WEBSITE

- Management of website content

ART WORLD AGENDA

- Tailored research of upcoming exhibitions and art fairs
- Follow up on contacts recently met

PRODUCTION MANAGER

- Ordering art supplies

RESEARCH ASSISTANT

- Research and recommendation of publications and press related to your artistic practice

ARCHIVES MANAGEMENT

- Management of your archives: organizing artwork photography, press, exhibition views

PUBLICATIONS

- Proof-reading of publications
- Liaison for high-res images and artworks' details

FINANCES

- Accounts managements: invoices sent out and received, card and cash receipts
- VAT returns

HELPING WITH YOUR HIRING

- Writing a job description
- Research and candidate selection

Prices:

Rate per hour: £30 (incl. VAT)

Daily rate: £204 (15% discount)

Contact: 07873757128 | ootcube@gmail.com