

Assistant at Magasin III Jaffa

Magasin III Jaffa is looking for an Assistant to the General Manager.

Magasin III Jaffa is Magasin III permanent satellite space in Jaffa. Opened in January 2018, the space is located in a residential neighborhood at the center of Jaffa. Magasin III Jaffa's diverse program will feature both local and international artists.

Magasin III is a private museum of contemporary art, founded in 1987, located in Stockholm, Sweden. The museum is one of Europe's leading institutions for contemporary art.

Magasin III Jaffa's team is small and is composed of three positions – General Manager, Assistant to the General Manager and an Exhibition/Information Assistant.

The position includes wide-ranging tasks of different nature, as well as on going liaison with leading figures and institutions from the local and international art, culture and education world. Therefore, the position requires a high level of integrity and work ethics, an ability to work independently and periodically at a high pace. The position requires excellent communication skills and to be structured, well-organized and service-oriented.

Requirements:

- Hebrew – as mother tongue, high proficiency of English – speaking, reading and writing.
- High proficiency in computerized environment (Office, goggle drive, basic photography and editing software (Photoshop, Moviemaker etc.), WordPress, MacOS applications, etc.)
- Knowledge and understanding of social media field and trends (Facebook, Instagram etc.)
- Responsible, excellent human relations, excellent verbal and written communications skills
- Work place: Magasin III Jaffa at opening hours (Thursday 13:30 – 20:30, Friday 9:30-2:30). Additional time to be attended in or out of office.
- Willing and able to work during weekend, holidays and evenings when needed.
- Academic art studies or art history background is a plus.

Requirements for current position: 75% - 100%

Salary: To be negotiated.

Main Responsibilities:

- Responsible for ongoing office duties.
- Ongoing liaison with various service providers as part of Magasin III Jaffa's operational activities.
- Follow up and complete activities and work plans for Magasin III Jaffa's ongoing program.
- Keep organized track of activity reports.
- Museum book keeping (handling of invoices, credit card reports, etc.).
- Handle and maintain Magasin III Jaffa's archive (archiving photos, films and documents).
- Maintain social media - keeping an updated Facebook and Instagram accounts, as well as an updated website.
- Support the development, organization and production of various public events at Magasin III Jaffa.
- Provide guidance to visiting public in the exhibitions during exhibitions opening hours.
- Provide guided tours for groups of adults and children at the exhibitions.
- Exhibition/locality supervision, when required.