

TRAINEESHIP OFFER: ART BUSINESS TRAINEE

Title: Art Business Trainee

Location: Zug/Zurich

Position Type: Full-time 12-months traineeship (100%)

Starting date: to be discussed

Company Overview

Established in 2014 in Zug, Switzerland, Weng Contemporary, wengcontemporary.com with its showroom in Zug and e-commerce services offers a curated selection of artworks by leading contemporary artists such as Jeff Koons, Damien Hirst, Ai Weiwei, Alex Katz, El Anatsui, Robert Longo and many others.

Position Overview

Weng Contemporary is on the lookout for a dynamic and driven recent graduate or current student with a genuine passion for the commercial side of the art market. This includes content creation, administration, and logistics. The ideal candidate will be an energetic self-starter, equipped with a poised and approachable demeanor, and a keen interest in the inner workings of the art world. A deep curiosity about art and its market dynamics is essential to thrive in this role. If you're ready to bring your enthusiasm, creativity, and professionalism to a fast-paced, innovative environment, we'd love to hear from you.

Key Responsibilities

- General business administration, art handling and logistics support
- Assisting senior team members with marketing tasks and business development
- Event organisation and support
- Content creation support
- Artworks database management support
- Assist in the planning and scheduling of engaging posts across Instagram, TikTok, and LinkedIn, ensuring consistency with Weng Contemporary's brand voice and visual identity.
- Help craft creative, well-written captions and select targeted hashtags to maximize visibility and audience engagement.
- Monitor post performance and audience interaction, and contribute with key insights and suggestions for improvement.
- Conduct in-depth research on artist biographies, career highlights, and notable exhibitions to support marketing and content initiatives.
- Assist in creating compelling and informative artwork descriptions, ensuring accuracy, clarity, and alignment with Weng Contemporary's tone.
- Benchmark similar art editions across galleries, auction houses, and online platforms to provide insights on pricing, positioning, and market trends.

Skills & Requirements

- Fluent in English, German desirable
- Strong written and verbal communication skills
- Swiss work permit (B or C) or EU passport required
- Computer literate
- Microsoft Office and Computer literacy (good Excel skills)
- Strong attention to detail, especially when managing events, logistics and content creation
- Ability to handle multiple tasks simultaneously and meet deadlines
- Basic understanding of social media platforms (Instagram, TikTok, etc.) and their role in promoting art
- Skills in creating engaging content and building an online presence
- Knowledge of marketing strategies, including email campaigns and SEO is a plus
- Familiarity with design software like Adobe Creative Suite (Photoshop, Illustrator) is a plus
- Familiarity with contemporary art trends, and various art forms
- A genuine interest and passion for art and the art market

What We Offer?

At Weng Contemporary, we offer an exciting and immersive opportunity for an Art Business Trainee to gain hands-on experience in the fast-paced, dynamic world of contemporary art. As part of our team, you'll have the chance to work closely with industry professionals, gaining invaluable insights into the commercial side of the art market, including sales, administration, and logistics.

You'll also benefit from:

- **Exposure to Sales:** Work alongside experts in the field and gain firsthand experience in the negotiation and sale of fine art.
- **Industry Insight:** Learn the inner workings of the art business, from curating and finessing marketing strategies to understanding art market trends and valuation.
- **Professional Development:** Build your network and gain mentorship from a passionate, driven team, helping you develop a deep understanding of the art world and its business side.
- **Hands-On Experience:** Get involved in the operational side of the art market, including handling logistics, and assisting with client relations.
- **Creative Environment:** Immerse yourself in a creative and inspiring environment, where you can share ideas and contribute to the success of our business initiatives.

What you will learn and improve with us

- Art market dynamics and insights
- Art Business Administration
- Art Handling and Logistics
- Marketing and Business Development
- Ability to work under pressure in a fast-paced environment and build stress resistance



This internship provides a unique opportunity to launch your career in the art world and make meaningful contributions to the commercial side of contemporary art.

Would you like to join our dynamic team? Please send your application documents (CV and Cover Letter) to **Brigitte Chapman**, brigitte@wengcontemporary.com.

Take a look at our office life in this sneak-peak: https://www.youtube.com/watch?v=NPw7rgU5c_4