

Internship Opportunity

**CRAMER
& BELL**

We are looking for an enthusiastic individual to join our team for a part-time internship or work experience at Cramer & Bell, a fast-paced art consultancy based in London's Chancery Lane. This paid role (£11/hour), offers the opportunity to work directly with our team of five, gaining valuable experience as an art consultant. The role is initially for a 3-month period, with the possibility of extension based on our needs. Immediate availability is preferred.

Job specification:

- Supporting the team on a day-to-day basis across all projects
- Sourcing artworks
- Coordinating framing, deliveries and art handlers
- Creating presentations using InDesign
- Liaising with artists, galleries and clients
- Putting together invoices and liaising with the finance manager
- Organising emails, updating the databases and managing the Curates website

Key skills:

- Excellent attention to detail and highly organised
- Ability to work Hybrid - remotely and in our Chancery Lane office
- Excellent oral and written communication skills
- Excellent attention to detail
- Project management skills; experience with managing multiple tasks at one time
- Passion for art
- Knowledge in InDesign and Excel desirable

If you are interested in this position, please forward your CV and cover letter to hello@unitedindesign.com