



Post **Art reviewer**
Contract **Permanent**
Reporting to **Manager**

Background

The aim on ICIA is to increase public awareness, understanding and appreciation of Indian Modern and Contemporary art.

ICIA opened in 2007 and is the largest grass root gallery in India. The Mission is to be innovative in the interpretation of Indian Modern and Contemporary art, engaging visitors and developing a more diverse audience base.

The Art reviewer works in association with all teams across ICIA to provide maximum information for members, visitors and corporate.

Purpose of the Job

Review artist / paintings / style / study / Analysis and report on various new trends and artists in the Indian art world.

Main Activities/ Responsibilities

Handles all aspects with relation to the reviewing of artists works, including research, submitting reports and making presentations on the various new and individual trends making wave in the Indian art world. Other responsibilities would include attending meetings on behalf of ICIA, acting as their point of contact with respect to matters related to the subject, and attending the events on behalf of ICIA, where appropriate.

Prepares and issues reports in connection with each exercise.

Work with all teams across ICIA in order to achieve its overall goal.

General

Attends ICIA Private Views and ICIA hosted events as required.

Attends corporate networking events as required.

Person Specification

Demonstrable experience of working in relevant field.

A background in the art field.

Excellent analytical and communication skills – the ability to develop effective working relationships with a wide range of people both internally and externally.

Excellent written communication skills.

Excellent presentation skills.

Excellent time management skills, with the ability to juggle a range of competing demands and meet deadlines under pressure.

Strong organisational and administrative skills.

An experienced user of IT packages (e.g. Word, Excel, internet and Outlook).

The ability to work effectively as part of a team.

An interest in the work of ICIA.

An interest in being part of the art world.

Pay and Benefits

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

The working week for this post is full-time, Six days per week, Monday to Saturday. Hours are 9:30 am to 5:30 pm every day. Saturday 10 am to 4 pm.

Salary

An appointment will be made based on the experience and the salary shall reflect the same.

A review of pay is undertaken annually at ICIA and the salary is increased based on performance

In view of making the best possible use of our resources, it is our policy to write only to those people who are invited for interview. We are sure that you will appreciate the need for this. If you would like confirmation of receipt of your application, please enclose a stamped addressed postcard. If you do not receive an invitation to interview, regrettably, you should assume that you have not been successful on this occasion.

Our jobs are like our galleries, open to all