

Title: Summer Intern (Part Time, Temporary, In-Person)

Dates: June 1 - August, 2026. 3-4 days per week including Saturdays and occasional evenings

Pay: \$20/hour

Location: GRAY Chicago, 2044 W Carroll Ave, Chicago, IL

Please submit a resume, cover letter, and availability to jobs@richardgraygallery.com by May 1st to apply

About GRAY:

GRAY is a globally recognized team of art professionals devoted to fostering the development of artists' careers and to building outstanding art collections. For more than six decades GRAY has supported the visions of artists by bringing exhibitions and projects to audiences around the world, working with collectors and institutions to foster practices and preserve legacies.

Founded in Chicago in 1963 as Richard Gray Gallery and since 1997 also in New York City, the gallery, now under the leadership of Paul Gray and Valerie Carberry, continues to be recognized for the exceptional quality of its program and for the expert counsel it provides to private and museum clients worldwide.

Overview:

GRAY is seeking a motivated, curious young arts professional to join our mid-size gallery team as part of a summer intern program.

The program is designed for young art professionals looking to gain hands-on experience at one of Chicago's premiere commercial art galleries. This is a paid, part-time, fully in-person internship that will run June through August (start and end dates flexible).

Applicants must be available to work on Saturdays throughout the internship.

GRAY Chicago is a team of 10-15 art professionals across Registration and Preparator, Business Management, Client and Artist Management, Art Fair and Exhibition planning, and Research and Archives. The Summer Intern will work closely with and report directly to the Gallery Associate and will have the chance to meet and work with the head of each department to learn about different positions in the gallery. The internship will include an opportunity to assist with projects led by other departments and explore various aspects of the gallery. Specific projects will vary according to gallery needs, but may include projects such as artist and collections research, catalogue mailings, and database management.

Tasks:

- Welcome clients and guests into the gallery and answer questions in a professional manner
- Daily front desk duties including answering phones, organizing printed materials, logging client information, etc.
- Knowledge of exhibitions, artists on view, and general gallery program information

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- Assist with gallery openings, special events and meetings, such as the preparation of beverages, press packets, catalogues, etc.
- Data entry and maintenance for gallery databases
- Updating artist information across various databases and gallery website
- Research and assist with writing artist and artwork summaries for upcoming exhibitions for internal reference
- Assist with catalogue shipments, movement, inventory, and organization
- Work with Sales Team to create prospective client lists
- Digital asset letterhead updates (e.g. record sheets and artist CVs)
- Any other tasks as they arise

Qualifications:

- Currently enrolled or recently graduated from an undergraduate/graduate program preferred. Concentration in Art History, Studio Art, Art Management or related fields preferred.
- Interest in contemporary art and the art market
- Must be available to work on Saturdays throughout the Summer
- Strong communication, professional and interpersonal skills
- Organized, detail-oriented, and dependable, with strong follow-through and ownership
- Able to manage multiple priorities in a dynamic working environment
- Proactive and solutions-oriented

If this role excites you, please apply, even if you do not exactly meet every qualification. It is most important to us that we find someone who is looking to develop a career as an art professional and is passionate about the opportunity.