

# LISTE

Art Fair  
Basel

Burgweg 15  
CH-4058 Basel

info@liste.ch  
www.liste.ch

T +41 61 692 20 21  
F +41 61 692 20 18

Internship 50 – 80% (TBD upon agreement) and 100% in June  
Internship dates: December 1, 2018 (or per prior agreement) to June 30, 2019.

An internship at LISTE will provide you with insights into the entire organization, management and processes of LISTE – Art Fair in Basel. As an intern, you will be assigned specific areas of responsibility; for example: content processing, preparation of print materials including catalogue editing, supervision of magazine collaborations, maintenance of digital communication tools, communication between various parties and other important organizational tasks.

We are looking for an intern who will approach such diverse tasks with enthusiasm and commitment, values working in a small team, enjoys organizational processes, is people-oriented and is looking to work in the field of contemporary art.

Requirements: conversant with standard MS-Office programs (Word, Outlook, Excel), fluent in German and very good English skills (spoken + written), other languages are a plus, strong organizational skills, excellent communication skills, interest in contemporary art, availability and flexibility during office opening hours (Tuesday through Friday, 9 a.m. – 5 p.m.).

The candidate selected will be compensated according to the part-time percentage agreed upon.

If you are interested, please send your current application documents including CV by e-mail by August 31, 2018 at the latest:

Fabienne Blanc - Head of Administration  
fabienne.blanc@liste.ch

In July the office is only sporadically occupied, so please be patient with the confirmation of receipt. If you have any questions, please do not hesitate to contact Mrs Blanc on +41 61 692 20 21.