

Gallery Assistant job description

Gathering is looking for a proactive and hard working Gallery Assistant, with an interest in art and keen to work in a fast-paced environment, able multi-task and prioritise. As we are a small team, our GAs have been integral to the day-to-day running of the gallery. We offer a hands-on experience in a fast-paced gallery setting, an exciting program of exhibitions and events and exposure to our network of artists and art professionals.

Hours: Tuesday - Saturday, 10am - 6pm, plus additional hours as required.

Duties: include but are not limited to

- Greet and assist visitors at the front desk, providing information about current exhibitions and artists
- Maintain a clean, tidy, and presentable gallery space at all times
- Print and prepare exhibition materials (e.g. press releases, checklists, brochures)
- Track notable visitors and alert relevant team members when key clients or contacts arrive
- Open and close the gallery - keyholder responsibilities
- Monitor and manage the **info@** inbox, responding to enquiries and forwarding emails to the appropriate team members.
- Ensure all gallery iPads are maintained up to date with Sales PDFs.
- Prepare meeting and viewing rooms for client appointments and external meetings
- Assist with ordering supplies for events and day-to-day office needs
- Run errands and provide general support as needed by the wider team
- Maintain and update the gallery's CRM with client and contact information as instructed by Sales team member
- Conduct client research as requested by sales staff
- Draft, format and edit sales and exhibitions PDFs, including researching artworks and relevant contextual information.
- Monitor the general sales inbox, forwarding enquiries to the appropriate team members
- Create and manage guest lists for gallery events
- Monitor the **RSVP@** inbox, track responses, and notify relevant staff when their contacts RSVP
- Assist during private views and events, including guest check-in and front-of-house support
- Support the communications team with drafting exhibition texts, newsletter copy, and content for sales use
- Format artist CVs, bios, and press materials as required by the AL and Comms teams.
- Assist with press clipping and monitoring media coverage
- Support social media efforts, including scheduling and content calendar maintenance
- Maintain and update the shared gallery and team calendar with events, meetings, and key dates.
- Provide support to the team during exhibition openings, gallery events and art fairs.
- Draft press releases and exhibitions texts as required.

Requirements:

Strong interest in contemporary art and the gallery world
Excellent verbal and written communication skills
Highly organised with strong attention to detail
Professional and friendly manner, with excellent client-facing skills
Experience with adobe and illustrator creative Suite
Ability to multitask and work effectively under pressure
Previous experience in a gallery or similar arts organisation preferred
Experience with databases such as Artlogic, Arternal
Flexibility to work occasional evenings and weekends as needed.
Strong writing skills.

Reports: to London Director