

## **EA to Stephen Friedman – September 2024.**

- Act as 'gate-keeper'.
- Manage the immaculate presentation of Stephen's office, the Viewing Room, the Meeting Room and gallery spaces.
- Maintain an oversight of all gallery activity internal and external across all departments.
- Coordinate and integrate Stephen's work with the senior leadership team and the wider gallery in tandem with the Gallery Manager.
- Acting on Stephen's behalf for internal communications and projects.
- Diary and itinerary management (manage external and internal meetings).
- Oversee scheduling of internal departmental meetings.
- Prioritise, process, draft and respond to incoming communications.
- Copy editing internal and external documents which require Stephen's approval (e.g. press releases, important emails, sales preview emails, weekly newsletters and online viewing rooms).
- Support and management of Stephen's sales and client outreach (manage sales pipeline and debtors list, Art Logic database, client contact lists, manage client outreach, initiate post sales process and liaise on AML).
- Prepare artwork and furniture lists, private view links, PDFs and presentations.
- Conduct research on auctions and potential purchases, set up bids on Stephen's behalf as requested, oversee tickets and seat allocation and ensure catalogues are efficiently and promptly delivered by the gallery intern.
- Organise and coordinate travel and overseas events.
- Make restaurant bookings, organise cars and arrange client visits.
- Prepare Stephen's guestlist for private views, artist and client dinners and large gallery events and assist the organisation of the event where appropriate.
- Draft and organise Stephen's bi-annual artist letters and one to one calls, in conjunction with the artist department coordinator.
- Coordinate and support with Stephen's IT requirements and be proactive in seeking upgrades as appropriate. Lead by the Gallery Manager.
- Organise artist studio visits.
- Manage Stephen's expenses.
- Liaise with Stephen's private PA.
- Complete personal, ad hoc errands when necessary.