

CONNAUGHT BROWN

2 ALBEMARLE STREET, LONDON W1S 4HD

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art@connaughtbrown.co.uk www.connaughtbrown.co.uk

We are looking to hire an ambitious Gallery Manager to join a small team in a leading Mayfair fine art gallery. The gallery focuses on Impressionist & Modern, and Modern Masters.

The gallery is a fast paced environment and requires someone with a bright energetic personality who can balance many competing priorities.

Responsibilities include:

- Day to day running of the gallery
 - Engaging visitors
 - Artwork management
 - Preparing for art fairs
 - Management of exhibition programme, including catalogues
 - Databases
 - Coordination with framers, restorers etc
 - Hanging works and helping choose/photoshop frames
 - Contributing to gallery exhibition programme and scheduling
 - Assisting with sales
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- **Candidate profile:**
 - A minimum of three years commercial gallery experience
 - Knowledge and keen interest in Impressionist & Modern, and 20th century art
 - Excellent interpersonal and client facing skills
 - Computer literate
 - Flexible and pragmatic attitude
 - Efficient with strong attention to detail
 - Extremely organised and proactive multitasker

Please send a CV and cover letter to Amelia Williamson on art@connaughtbrown.co.uk by 18th September.

CONNAUGHT BROWN Plc:

Directors: Anthony Brown Brooks Newmark Edward Lawson

Company Secretary: Anthony Brown Registered in England Number 1852837 Registered Office: 2 Albemarle Street, London W1S 4HD