

ASSOCIATE DIRECTOR

MAXIMILLIAN WILLIAM, LONDON

As we approach our five year anniversary at our 47 Mortimer street we are looking for an Associate Director to join our growing team. The Associate Director will work across sales, programme and artist development as well as gallery development. Working closely with the Founder this role will have a strong sales focus but will also include overseeing the program and executing and contributing to the galleries long term targets. The purpose of this job is to contribute to sales and support the director in the development of our artists careers and galleries program.

About the Job

Job title: Associate Director

Employer: Maximilian William London LTD, 47 Mortimer Street, W1W 8HJ

Reporting to: Founder

Hours: Full Time (5 days a week)

Office hours: Tuesday - Friday, 9:45 - 18:00 Saturday: 10:45am-6pm

Start date: January 2025

Contract: Permanent

Salary: £55,000 + (and commission structure)

About Us:

Maximilian William opened in Fitzrovia in 2019 and represents an international roster of contemporary artists. The gallery's programme nurtures dialogues across generations and disciplines, working with artists both early-career and established, as well as with estates. Through close collaboration with artists on exhibitions, installations, events, and long-term projects, the gallery fosters a community of voices that attend to the social and cultural issues of their time.

Position Overview:

We are seeking a highly motivated and experienced Associate Director to join our growing team. The Associate Director will play a crucial role across sales, program and artist development and gallery development. Working closely with the Founder, this role will have a strong sales focus while also overseeing the program and contributing to the gallery's long-term targets. The purpose of this position is to drive sales and support the Founder in advancing our artists' careers and the gallery's programming.

Key Responsibilities:

- Collaborate with the Director to develop and execute sales strategies, aiming to meet and exceed sales targets.
- Develop and nurture relationships with artists, collectors, institutions, and other key stakeholders.
- Manage client relations, providing detailed information about artworks, negotiating sales, and maintaining client records.
- Contribute to the development and implementation of the gallery's long-term strategic goals.
- Support the Founder in the professional development of gallery artists.

Key Performance Indicators:

Primary Market Sales

- Sales figures achieved versus individual sales target.
- % sales to buyers not previously sold to by the gallery.
- Consistent sales to repeat clients and development of new clients.
- Variety of artists sold within the gallery's programme.

Required Qualifications:

- Minimum of 5 years of experience in a commercial art gallery or related environment with ideally three years in a sales position.
- Strong knowledge of contemporary art and the art market.
- Proven sales experience and a track record of meeting sales targets
- Excellent organisational and project management skills.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Exceptional communication and interpersonal skills.
- Ability to work flexible hours, including evenings and weekends as needed.

Preferred Qualifications:

- Master's degree in a relevant field.
- Established network of contacts within the art world.
- Proficiency in a second language.

Work Environment:

The Associate Director will work in a gallery setting, interacting with artists, clients, and the public. The role will involve travel for art fairs and external exhibitions, business and client development.

How to Apply:

Interested candidates should submit a resume, maximilianwilliam1@outlook.com. Please include "Associate Director Application" in the subject line.

Maximilian William London LTD is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.