

Front of House & Events Coordinator

Location: Sprüth Magers, Mayfair Gallery, 7A Grafton Street, W1S 4EL

Hours of Work: Tuesday - Saturday, 09:45 - 18:15

Sprüth Magers is seeking a personable and organised Front of House & Events Coordinator to join our team at our Mayfair gallery. This is an exciting opportunity for someone with experience in customer-facing roles, strong communication skills, and a passion for art and event coordination.

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Key Responsibilities:

Front of House:

- Serve as the first point of contact for all visitors, answering inquiries and providing exceptional client care.
- Manage the gallery's reception area and answer incoming calls, ensuring messages are relayed promptly.
- Monitor gallery spaces to ensure smooth operations and the safety of artworks during opening hours.
- Supervise interns on Saturdays during exhibition periods.
- Oversee opening and closing procedures of the gallery spaces.
- Manage the gallery's contacts database with the wider team, ensuring records are up to date.
- Maintain printed materials at the front desk, ensuring accuracy and timeliness.
- Record and report visitor statistics on a weekly basis.

Event and Exhibition Planning:

- Lead event planning for exhibition openings in collaboration with senior directors.
- Source bespoke venues for gallery dinners and private events, negotiating the best rates.
- Coordinate private dinners and gallery events, including during high-profile weeks like Frieze.
- Manage event invitations and RSVP lists for private events and openings.
- Work with external collaborators to ensure smooth execution of gallery events.

Gallery Administration:

- Organise and maintain the gallery's library and ensure records are current.
- Book domestic and international couriers, track shipments, and handle customs documentation.
- Update, produce and distribute price lists and walking lists to gallery staff and update QR codes for upcoming shows.
- Monitor auction results and trends, particularly for the galleries artists, providing regular reports to the team.
- Request changes to the gallery's website and Google Business
- Process payments and liaise with the Gallery Manager and Accountant for invoicing.
- Provide ad hoc administrative support to the wider team.

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Travel Coordination:

- Book travel arrangements for the London team and occasionally for the global team.
- Liaise with hotels and travel agents to accommodate specific requests and secure cost-effective rates.
- Make car and restaurant bookings for directors, artists, and clients.

Desirable Skills:

- Prior experience in event coordination
- A calm, friendly, and professional demeanour with strong interpersonal skills.
- Excellent written and spoken English.
- Strong organisational skills and the ability to multitask in a fast-paced environment.
- A proactive, can-do attitude and attention to detail.

Salary is dependent on experience

Please send your CV and cover letter to ih@spruethmagers.com

Deadline for Applications is 02/12/2024