

## **Gallery Associate**

**£30k p/a**

### **Job Summary**

Hales Gallery is a contemporary art gallery with locations in New York and London. We are looking for an organized, motivated and diversely skilled Gallery Associate for our London gallery. This role provides insight into all aspects of working at a commercial gallery and offers opportunity for growth and development. A successful candidate would need to be able to effectively operate in a fast-paced environment and be able to work collaboratively within an international team. Excellent multitasking and communication skills, as well as a high level of attention to detail, are essential.

### **Job Description**

#### **General Gallery tasks and Gallery Operations**

- Oversee overall general gallery maintenance, servicing and supplies
- Maintain organised and tidy premises and workspace
- Serve as the contact between the gallery and general building management and service providers
- Oversee general Gallery calendar upkeep
- Work with the Operations team to arrange and deliver tech, logistics and photography schedules
- When required, receive, release and condition check artworks
- Work at the front desk to greet visitors and provide general information about the exhibitions
- Promote and maintain productive relations as an ambassador for the gallery.

#### **Marketing and Digital asset management**

- Work within the marketing to develop and implement the social media content and mailout schedules
- Maintain artist's exhibition schedules and CVs
- Update gallery database (Artlogic)
- Implement agreed changes to gallery website (Artlogic)
- Manage artwork images (digital filing, database update, etc)
- Assist the Sales team with image-related requests
- Monitor Gallery's general email accounts and respond to press requests

#### **Events and Hospitality**

- Along with the Operations and Sales teams, deliver on the exhibitions schedules and events (Private Views, talks, receptions)
- Oversee gallery events (invitations and RSVPs, catering, staffing)
- Arrange travel, accommodation and hospitality bookings upon Directors' request (local and international)

### **Job Requirements**

- Bachelor's degree (or higher)
- Prior experience within the gallery sector (min 1 year)
- Strong writing skills and understanding of visual culture, contemporary art and art history
- Superior professionalism when communicating via email, phone, and in-person
- Extensive Apple product literacy, including proficiency in Microsoft Word and Excel
- Knowledge of InDesign, Photoshop, Sketch-up and Art Logic database systems (or similar) is preferable but not essential
- Right to work legally in the UK
- Resident in the London Metropolitan area

### **Job Responsibilities**

London (Shoreditch), full-time, office-based

Hours: 10 am - 6 pm (Tuesday-Friday), 11 am – 6 pm (Saturday). Occasional evening work as required.

### **How to apply**

Please send your CV and cover letter to [info@halesgallery.com](mailto:info@halesgallery.com) with "Gallery Associate" in the email title.

Deadline: 9 February 2025

Interviews: 13/14 February 2025

Start: March 2025