

# OPERA GALLERY

Job Title: Gallery Technician

Location: Opera Gallery London Limited, 65-66 New Bond Street, London, W1S 1RR

Job Reports To: Gallery Director

## Key Responsibilities

Your principal duty is to work as a Gallery Technician following the instructions given to you by the Gallery Director

- To accurately record and document the receipt and release of artworks at the gallery and highlight any damages or problems at the time of receipt/release.
- To manage and maintain good and safe organisation of the storage areas within the gallery, for artworks, tools, equipment and materials.
- Handling local deliveries to both clients and suppliers, including carrying out site visits in advance, where necessary.
- Exhibition preparation, including decorating (painting), repairs to the gallery, plinth design, lighting for example.
- Oversee gallery installations and exhibition changes, working alongside external contractors.
- General gallery maintenance, including various contracts and maintenance visits for plant machinery.
- Maintaining a photographic archive for artworks both in our storage warehouse and the gallery, documenting framed dimensions, hanging information etc.
- Assisting with annual stocktakes both at the gallery and our warehouse locations.
- Assisting the gallery staff with any other tasks, as required.

## What We're Looking For:

- Proven experience in a similar gallery, museum, or art handling role
- Excellent practical and problem-solving skills
- Strong attention to detail and organisational abilities
- A proactive and flexible attitude
- Ability to work well both independently and collaboratively with the wider team
- Comfortable working in a fast-paced environment with tight deadlines
- Working Hours:
- To be agreed depending on whether the role is part-time or full-time.

## To Apply:

Please send your CV and a short cover letter to [londona@operagallery.com](mailto:londona@operagallery.com) and [giulia@operagallery.com](mailto:giulia@operagallery.com) with the subject line "Gallery Technician Application – (Your Name)".