

Gallery Manager/Registrar

Holtermann Fine Art is seeking an experienced Gallery Manager/Registrar to cover day-to-day gallery and registrar operations. This is a dynamic, managerial position ideal for a highly organised, motivated individual with a passion for the arts and proven experience in logistics and sales administration.

You will oversee the day-to-day operations of the gallery, working closely with the Gallery Director, and regularly liaising with artists' studios and clients. Responsibilities encompass registrarial and administrative duties, shipping and logistics, sales administration, and supporting ambitious gallery projects. There is scope for professional growth in this polyvalent role.

Key Responsibilities include

Gallery Operations

- Manage the daily operations of the gallery
- Monitor and maintain the appearance of the gallery
- Provide excellent customer services to gallery visitors and clients

Administrative and registrar support

- Assist with scheduling, correspondence and general administrative tasks
- Assist with maintaining gallery database (Artlogic)
- Assist with consignment and artwork custom statuses
- Updating Instagram and website
- Updating online platforms
- Assist in cataloguing artworks and updating inventory
- Assist with AML checks
- Responsible for logistics and shipping, as well as updating TA documentation
- Prepare reports and sale presentations as needed
- Oversee pre- and post-sale administration: create invoices and receipts, maintain and update client information, liaise with clients regarding shipping and logistics
- Assist with monthly accounts and VAT return, liaise with accountants

Exhibition Coordination

- Oversee the installation and deinstallation of exhibitions
- Liaise with all relevant service providers
- Support gallery events surrounding the exhibitions: openings, dinners, talks as needed

Skills & Experience Required

- Exceptional verbal and written communication skills
- Great attention to detail
- Ability to manage deadlines and prioritise tasks in a sometimes fast-paced environment
- Ability to work independently and to be proactive
- Proven experience in a registrarial or gallery management role
- Knowledge and strong interest in contemporary art
- Second language a plus

Terms

- Start from 1st of July 2025
- Work week: Tuesday–Friday (9:45am–6pm) and Saturday (10:45-5pm). Occasional swaps of Saturdays for Mondays by prior arrangements will be possible.
- Salary commensurate with experience.

Please contact anais@holtermannfineart.com with a CV and cover letter. We will aim to get back to candidates selected for interview by May 20th.

This is an excellent opportunity for a driven individual to take a central role in a vibrant contemporary gallery, with room for professional growth and involvement in high-profile projects.