

RICHARD SALTOUN

Gallery Assistant

RESPONSIBILITIES:

Front of house & Gallery administration

- Greet and interact with visitors in a professional manner, being the first point of contact, answering questions they may have relating to the gallery and our exhibitions, providing them with exhibition guides, press releases and price lists, occasionally doing exhibition tours as required
- print and replenish press releases and price lists for current exhibitions
- Answer the gallery telephone in a professional manner, transferring calls and relaying messages to colleagues
- Act as gallery security, always staying on the front desk whilst there are visitors in the gallery and locking the front door when leaving the front desk after visitors have gone
- Ensure the gallery space, the downstairs kitchen, the front desk and bookshelves are tidy and in order
- Manage the sale of books and tote bags bought by visitors and to take books and tote bags sold online to the post office
- Receive post and sign for gallery deliveries
- Add contacts from the visitor's book and sales inbox onto the gallery's database weekly
- managing regular grocery orders, rubbish bin and other gallery stock deliveries
- Updating artist bibliographies and biographies regularly
- managing weekly staff schedule rota for London, Rome and NYC.
- Travel/ restaurant/ hotel bookings as needed
- Assisting London and Rome team with stocking works into database (Artlogic) and Google Drive
- Managing Teams Calendar

Sales

- Support the Sales Directors by entering artworks and contacts into the database (Artlogic)
- Support the Sales Directors by creating sales documents (with InDesign) and sending sales offer emails
- Managing listings on Artsy
- Sales research support

Communications & Events

- Events assistance (order provisions (chairs, drinks, etc.) managing guest lists, restaurant bookings, reservations and managing organisation on the day)
- Assisting Press & Comms Manager with preparing press kits for Exhibitions and Art Fairs (Google Drive)
- Assisting Press & Comms Manager with Press contact research as needed
- Assisting Press & Comms Manager with updating the website (Artlogic)
- Creating press cuttings and send them to Press & Comms Manager
- Tracking Google Alerts for Press
- Monitoring newsletter bouncebacks via the contact@richardsaltoun.com inbox
- Generating monthly internal newsletter
- Generating Exhibition posters and Guides using InDesign

REQUIREMENTS:

- Proficient in Mac OS, Microsoft Office Suite, and Adobe InDesign, SketchUp
- Bachelor's degree in the arts or related field
- Excellent administrative and organisational skills, with attention to detail
- Excellent interpersonal skills
- Ability to work accurately and calmly under pressure
- Good time management skills with the ability to meet deadlines
- To be able to work independently as well as part of a team
- Have a flexible approach to the job, and the ability and willingness to work flexible hours when required

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HOURS OF WORK:

Tuesday to Friday, 10:00am–6:00pm; Saturday, 11:00am–5:00pm

Includes a one-hour lunch break.

Occasional evening work required for exhibition openings (until approximately 8:00pm).

SALARY:

£22,000 per year

**Applicants to send CV and a single-side cover letter as pdfs to Sonja Teszler;
sonja@richardsaltoun.com**