80 Fulham Road | London | SW3 6HR
t +44 20 7590 9991 | info@everardlondon.com | www.everardlondon.com

EVERARD READ

Everard Read was established in South Africa in 1913, making it one of the oldest commercial galleries in the world. Today there are seven distinct galleries in four locations, Cape Town, Johannesburg, London and Franschhoek, each augmented to showcase the breadth of our artist's creations.

EVERARD READ LONDON

Everard Read London opened in March 2016 as the first international home for Everard Read artists. We have an ongoing commitment to bringing contemporary South African art to the receptive and cosmopolitan audience that London offers.

Throughout the year, we typically present 8 – 10 exhibitions, a mixture of solo, joint-solo, and group exhibitions, with a focus on both painting and sculpture. In addition to the exhibitions we have on display, we have a wonderful range of artworks available in the UK for immediate acquisition. We also facilitate the production and acquisition of monumental sculptures to international collectors.

We are a small, efficient team of 4 in the gallery, supported by a wider network of colleagues in our partner galleries, and many independent contractors here in the UK, and in South Africa. We all take immense pride in the gallery, working collaboratively, and the results we achieve.

Could you be our new Gallery Assistant?

GALLERY ASSISTANT

We are recruiting a driven, and highly organized Gallery Assistant who will be responsible for a wide range of creative and administrative duties to ensure the smooth and efficient day-to-day running of the gallery. The ideal candidate will have at least two years' experience of working in a commercial gallery or similar environment, an eye for design, and a passion for administrative excellence as well as art. They will be a fast learner and seek to help the team as much as possible.

The role provides an attractive opportunity for the right candidate to begin a career at a successful and growing art gallery with a global presence. The Gallery Assistant reports to the Gallery Manager but will provide administrative support to the broader gallery management team.

Marketing and Sales Administrative Responsibilities

- Updating the gallery website on a regular basis with gallery, exhibition and artist information
- Updating the gallery database (ArtSystems) with artworks and client records on a regular basis
- Processing images of incoming artworks for use by the gallery
- Preparing portfolios and pricelists
- Assisting with responses to the gallery mailbox
- Assisting the team with the selling of artwork

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Exhibitions & Event Administrative Responsibilities

- Assisting with all gallery marketing and communication activities including e-mails, invitations, postage, and portfolios for each exhibition
- Assisting with framing of works for the gallery and clients where necessary
- Regular liaison with staff from the South African partner galleries regarding available stock
- Assisting with planning and all arrangements for exhibition openings to include RSVPs and guest lists, arranging bar staff, catering, wine orders etc. as and when required

Social Media

- Compiling the gallery's social media posts using gallery press releases and input from the wider team
- Scheduling all the social media posts using Later.com
- Goal to organically increase the gallery Instagram following to 10,000 during 2026

Logistics and Stock Management

- Scheduling and managing the logistics of client deliveries
- Sourcing and tracking quotes for gallery logistics, ensuring suppliers costs come in as priced
- Assisting with the successful installation and de-installation of each exhibition
- Assisting with management of the gallery storeroom and offsite storage of artworks
- Condition checking and documenting all incoming and outgoing artworks
- Managing the gallery book stock

General Administration

- Welcoming visitors to the gallery, offer clients refreshments, answer the phone and directing calls.
- Ensuring the gallery is immaculate at all times; arranging cleaners and maintenance work on a weekly/monthly basis as needed
- Ensuring the kitchen, print room and storeroom are well supplied and kept tidy and easy to navigate at all times

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Candidate Requirements

- Excellent organizational skills and attention to detail
- Proficient in English with excellent communication skills, both verbal and written
- Highly computer literate (we use MS office, particularly Outlook, Microsoft Word, Excel, Adobe Photoshop, ArtSystems database)
- A self-starter with the ability to problem solve effectively
- The ability to work both independently and as part of a team
- A hands-on and practical individual
- The ability to work in the evenings for exhibition openings (approximately every four - five weeks, in normal times)
- 2 years experience working in a commercial gallery or similar environment
- A graduate in Art or Art History is preferred

Terms of Employment

Normal working hours are Monday – Friday, 10am - 6pm, and one in four Saturdays, 12 noon - 4pm with a half day taken in lieu, the following week after a Saturday worked

The employee may be required to work such hours outside of normal hours of employment as the Employer considers necessary to meet the needs of the business, such as exhibition opening nights, and the Employee shall not be paid for such further hours

Holiday entitlement: 21 working days in each holiday year (1 January – 31 December) and must include: the year-end holiday during which time the Gallery is closed for two calendar weeks at least five days during the summer months of July/August. Holiday must be taken at time convenient to the Employer and not during exhibition opening weeks. Sufficient notice of any request to take holiday must be given to the Employee's manager.

In the event of sickness or injury, the Employee (or family/friend on their behalf) must inform her/his manager by telephone of the reason for the Employee's absence by the start of normal working hours.

Six month probation period
Two calendar month notice period
Proposed start date is from September 2025

To apply, please email a brief cover letter outlining your suitability, and CV to **info@everardlondon.com**

Applications close 22 August 2025
Due to high demand, we reserve the right to close applications before the deadline.

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