

Personal Assistant / Collection & Advisory Assistant

London (Hybrid: primarily remote, with 2 days per week in Hamilton Terrace)

We are seeking a highly organised, discreet, and proactive Personal Assistant to support a private art advisory and collection. This is a dynamic, hybrid role offering significant flexibility, combining registrar-level responsibilities, administrative oversight, and research support within the contemporary art world.

The position is ideal for someone detail-oriented and resourceful, with a strong interest in art and the ability to manage multiple workstreams with precision.

Registrar & Collection Management

- Maintain and update collections databases, including cataloguing, documentation, and record-keeping of artworks
- Coordinate transport, packing, and international shipping of artworks (c.30 works annually) and oversee installations and deinstallations
- Manage artwork storage accounts and logistics
- Process loan and consignment agreements
- Administer artwork insurance policies and maintain valuation records
- Monitor and track incoming and outgoing loans
- Manage Temporary Admissions accounts and ensure AML compliance

Art Advisory & Research Support

- Support art fair preparation by liaising with galleries and ensuring previews are received ahead of openings. Prepare presentations of recommended works.
- Conduct ongoing research and outreach to galleries to source information on upcoming exhibitions and opportunities

Financial & Office Administration

- Issue client invoices and manage service-related billing
- Liaise with galleries, forwarding sales invoices to clients
- Maintain accurate sales and commission records

Executive & Personal Support

- Provide direct support to the Director, including diary and meeting management
 - Prepare briefings, reports, and presentation materials for client meetings
 - Coordinate domestic and international travel, including detailed itineraries
 - Assist with personal administrative tasks as required
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About You

- Highly organised with excellent attention to detail
 - Strong written and verbal communication skills
 - Comfortable working independently in a remote setting
 - Experience within the art world preferred
 - Discreet, reliable, flexible and with a positive attitude
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This is a unique opportunity to gain broad exposure across the operations of a private art advisory while working in a flexible, supportive environment.

Please send your application to Bona Montagu at bona@montaguarts.com