

## **Gallery Assistant**

**Hours of work: Tuesday to Saturday 09.45 – 18.15**

Sprüth Magers are recruiting for a Gallery Assistant role in our Mayfair gallery. This role would suit someone who has previous experience in a similar, public facing role, exceptional communications skills and a calm and friendly manner.

### **Key Responsibilities (Approx. 60% of the role):**

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- Writing sales texts for art fairs and members of the wider sales team.
- Developing internal research documents for upcoming exhibitions.
- Preparing and collating information for offers, meetings, appointments and sales presentations.
- Creating sales portfolios.
- Providing artist / sales-related research.
- Touring clients around the gallery when sales staff are unable to.
- Performing a client facing role to assist the wider team with welcoming visitors and tours. Covering and maintaining the front desk when necessary.
- Assisting the FOH and Events manager with openings and private event planning.

### **Core Tasks (Approx. 30% of the role):**

- Introducing gallery exhibitions to VIP's and Patron groups.
- Assistance at private views, talks and other gallery events as required.
- Monitoring the contacts inbox and carrying out requests.
- Ensuring that the galleries contact database is kept up to date.

### **Occasional / Secondary Tasks (Approx. 10% of the role):**

- Booking domestic and international couriers, tracking shipments and handling customs documentation.
- Assisting the London team with ad-hoc administrative tasks.
- In advance of exhibitions, reaching out to patron groups and providing tours to interested institutions and academic groups, as needed.

### **Formal Requirements and Competencies:**

- Minimum BA degree in art or art history.
- 2-3 years in a similar position at a gallery, artist's studio or museum.

### **Competencies:**

- Excellent knowledge of contemporary art and gallery operations.
- Familiarity with inventory databases (e.g. Artlogic, ArtBase, or comparable)
- Advanced writing and editorial skills.
- Strong administrative and organizational skills.
- Proficiency in Microsoft Office (Word, Excel) and basic image-editing software.
- Knowledge of AML procedures.

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### **Personal and Social Competencies:**

- A positive, enthusiastic and collaborative way of engaging and working.
- Able to deal calmly and efficiently with visitors.
- Diplomatic and sensitive to the needs of others.
- High attention to detail and accuracy.
- Excellent communication and teamwork skills.
- Ability to work independently and manage multiple projects simultaneously.
- Professional and reliable under pressure.
- Methodical and thorough approach to working.

### **Language Skills:**

Fluent in English (written and spoken); additional languages are an advantage.

Salary Range is 30K – 35K per annum. Please send a CV, covering letter and a writing sample relevant to the industry to Antonija Stanton-Vrhovski  
asv@spruethmagers.com