

SAM FOGG

Gallery Receptionist and Directors' PA

Sam Fogg is a long-established and highly respected commercial art gallery based in the heart of London's Mayfair district and specialising in the arts of the European Middle Ages, with further departments covering the arts of India and the Islamic world. It counts many of the world's greatest museums and libraries among its clients. The gallery is run as two companies which operate side by side.

We are looking for a driven and efficient individual to join the gallery team in a full-time, fixed term maternity cover role running from late July 2026 for a period of ten months, with a three-month probationary period at the outset and the possibility of a three-month extension at the end. This is a front of house role and usually the first point of contact between members of the public and the gallery team. It requires a strong respect for discretion and client confidentiality. Key responsibilities will include: assisting the company's directors, Sam Fogg and Matthew Reeves, in their day-to-day tasks; keeping records of client visits and offerings; assisting the rest of the gallery team with stock movements and stock demands such as export license applications, as well as occasional local object collections and deliveries; greeting members of the public and handling incoming phone-, email-, and in-person enquiries or directing them to the appropriate team member as applicable.

The successful candidate will be a fluent English speaker, highly presentable, punctual, excellent at timekeeping, and able to juggle multiple tasks and responsibilities calmly and carefully in a fast-paced environment. A fastidious, timely, and accurate approach to record-keeping is vital for the role. A high level of computer literacy is also essential. Familiarity with at least one other major European language, an arts-related degree, experience with export license applications, and firsthand experience of museums and collections databases are desirable.

Hours: 9:30am – 5:30pm every weekday, except one Thursday every three weeks when the role requires presence at the gallery until 6:45pm, as well as some occasional additional out-of-hours work at gallery events and openings.

Salary: £28,860-33,000 dependant on experience.

For more information or to apply for this position please contact Charlotte Stocks at charlotte@samfogg.com