

JOB TITLE | ASSOCIATE DIRECTOR

CONTRACT TYPE: FIXED-TERM CONTRACT (MATERNITY COVER)
DURATION: 14 MONTHS, WITH POTENTIAL FOR EXTENSION SUBJECT TO BUSINESS NEEDS
APPLICATION DEADLINE: FRIDAY 7 AUGUST 2026

Everard Read was established in Johannesburg, South Africa in 1913, making it one of the oldest commercial galleries in the world.

Today the group has galleries in three locations in South Africa - Johannesburg, Cape Town and Franschhoek – and one in London.

Everard Read London opened its doors in 2016 on the Fulham Road in Chelsea and presents a year-round exhibition programme of contemporary art from South Africa, drawing on the Everard Read group's impressive stable of artists.

The London gallery is recruiting an Associate Director to lead the ongoing development and growth of the business.

The position will report to the Founding Director and will liaise closely with the Directors from its partner galleries in South Africa.

The Associate Director will have responsibility for all gallery operations, the day-to-day running of the gallery, its exhibition programme and its staff.

Role and Responsibilities

To drive sales through a variety of channels including the gallery's year-round exhibition programme, marketing, client communication strategies and online platforms

To direct, manage and support the gallery staff to ensure efficient, productive and collegial day-to-day running of the gallery to enable the gallery to meet its business and HR goals and requirements

To liaise with artists and partner galleries to plan and execute the gallery's year-round exhibition schedule - both in-house and occasional offsite programmes – in consultation with the Founding Director

To liaise with colleagues at partner galleries in South Africa wherever necessary to maintain coordinated and efficient gallery operations

To plan and execute the curation, installation and presentation of all gallery exhibitions

To oversee all logistical and physical needs and materials for the successful staging of exhibitions and occasional art fairs

To oversee and ensure the timely shipment and importation of artworks into the UK for exhibition

To oversee and ensure the timely and safe delivery of sold artworks to clients in the UK and abroad

To direct all marketing and communications activities including direct mail, website, exhibition catalogues, invitations, press releases, social media and online platforms

To oversee and preside over all exhibition openings and other occasional client events

To work with staff, including the gallery bookkeeper, to manage budgets, artist financial settlements and payments, and supplier invoices

To ensure all stock is insured and accurately priced, and to oversee the repricing of stock on a regular basis and the renewal of the annual insurance policy

To ensure the gallery's ongoing compliance with the UK's Anti Money Laundering regulations for Art Market Participants

To be responsible for the upkeep and maintenance of the gallery premises at 80 Fulham Road, ensuring annual safety and maintenance checks/certificates and instigating basic maintenance as and when needed

To ensure business continuity through technology and necessary back-ups by overseeing relationships with IT consultants and other relevant service providers

To update the Founding Director and partner gallery Directors with monthly sales reports and regular updates on gallery activities

Candidate Requirements

The legal right and required documentation to work in the UK

An experienced individual with a minimum of 5 years in a client-facing role at Associate Director or equivalent, senior level in an art gallery environment

A successful art sales track record

Strong management skills, experience of managing and leading a team and a track record of staff development and retention

A calm and poised individual with the ability to work on multiple projects, stay focused and lead under pressure

Excellent organizational skills, attention to detail and experience of working to deadline

Excellent communication and interpersonal skills - both verbal and written

Highly computer literate and experience of working with art CRM systems such as Art Systems or Art Logic

A hands-on and practical individual who will actively be involved in exhibition installation

The ability to work in the evenings for all exhibition openings (8-10 per year)

Terms of employment

The Associate Director's regular place of work is at 80 Fulham Road, London SW3 6HR

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

The Associate Director 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 Associate Director shall not be paid for such further hours

Holiday entitlement: 24 days paid holiday in each calendar year (1 Jan – 31 Dec) 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 may not be taken during exhibition opening weeks. Sufficient notice (a minimum of 7 days) must be given to the Founding Director of any request to take holiday.

In the event of sickness or injury, the Associate Director's (or family/friend on their behalf) must inform the Founding Director of the reason for their absence by the start of normal working hours.

Proposed start date: November 2026

Six (6) month probation period

Three (3) month notice period

Salary – market-related and commensurate with experience

Applicants should send a one-page cover letter outlining their suitability for this position, and their CV, to Georgie Shields: georgie@everardlondon.com

Application deadline: Friday 7 August 2026.

Please note: candidates who are shortlisted for an interview will be required to complete a very brief pre-interview questionnaire.