

RICHARD NAGY LTD

22 Old Bond Street

London W1S 4PY

United Kingdom

Tel: +44 20 7262 6400 | info@richardnagy.com

Senior Gallery Assistant

Richard Nagy Ltd

Location: Mayfair, London

Salary: PERMANENT CONTRACT – salary depending on skills and experience

Hours: Monday–Friday (with occasional evening and weekend work during exhibitions and international art fairs)

About Richard Nagy Gallery

Richard Nagy Gallery is one of the world's leading dealers in early twentieth-century Austrian and German art, with a particular focus on Viennese Modernism, German Expressionism and important works on paper. Located in the heart of Mayfair, the gallery works with an international network of private collectors, museums and institutions, and regularly exhibits at major international art fairs including Art Basel and TEFAF.

We are seeking a highly organised, proactive and detail-oriented Gallery Assistant / Gallery Manager to join our small team. This is a varied, hands-on role requiring someone who enjoys working across all aspects of gallery operations, from client liaison and sales administration to logistics, exhibitions and international art fairs.

Key Responsibilities

- Manage pre- and post-sale administration, including invoicing, condition reports, provenance documentation and client correspondence.
- Coordinate domestic and international shipping, customs documentation, import/export procedures and insurance.
- Liaise with fine art shippers, framers, conservators, and other external suppliers.
- Assist with the organisation and installation of gallery exhibitions.
- Coordinate logistics and administration for international art fairs, including Art Basel, TEFAF, and other events, with occasional overseas travel.
- Maintain accurate inventory records and artwork documentation.
- Prepare artwork information, cataloguing and supporting materials for exhibitions and clients.
- Provide excellent client service and assist with enquiries from collectors, museums, and advisors.
- Support diary management, exhibition planning, and general gallery administration.
- Work closely with the Director and contribute to the smooth day-to-day running of the gallery.

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Candidate Profile

The successful candidate will have:

- Approximately 3-5 years' experience working within a commercial art gallery or fine art business.
- Proven experience managing both pre- and post-sale administration.
- Strong knowledge of fine art shipping, logistics, customs procedures, and international transport.
- Experience assisting with major international art fairs.
- Excellent organisational skills with exceptional attention to detail.
- The ability to prioritise multiple projects and work independently within a small team.
- A professional, discreet, and client-focused approach.
- Strong written and verbal communication skills.
- Fluency in both English and German (essential).
- An interest in twentieth-century European art is desirable.
- Proficiency with Microsoft Office and experience using gallery database systems.

What We Offer

- The opportunity to work with one of London's leading specialist galleries.
- Exposure to museum-quality works of art and an international client base.
- A varied and rewarding role within a friendly, collaborative team of three.
- International travel to leading art fairs.
- Career opportunity to expand the role with time.

Please submit your application to Richard Nagy at nagy@richardnagy.com