

Part-Time Gallery Manager (Maternity Cover)

Fixed-Term Contract (Maternity Cover)

Duration

To start ASAP and expected to run until June 2027, but subject to change depending on the return of the post holder and business needs

Compensation

Pro-rata, depending on experience, plus team benefits.

Primary Location

Hannah Barry Gallery, 4 Holly Grove, London, SE15 5DF, UK.

Working Hours

8 hours per day, 4 fixed days a week:

- Tuesday, Wednesday, Thursday, Saturday (when the gallery is open to the public)
- Monday to Thursday (when the gallery is closed to the public)

Core working hours are between 10:00 - 18:00. The exhibition schedule is set six months in advance. Days might vary depending on need. Some additional commitments may be required such as evening hours, weekends and international travel. These will be discussed in advance and agreed on a case-by-case basis.

About the Gallery

Hannah Barry Gallery is a London-based contemporary art gallery. Established in 2007, the gallery evolved from a series of temporary exhibitions in South London before settling permanently in Peckham. The gallery organises four solo exhibitions annually, alongside biannual group shows that bring together non-represented artists to inspire discussion and debate and explore themes of artistic interest. In addition to the exhibitions, we publish books and produce long-term collaborative projects and performances worldwide. In 2007, we founded Bold Tendencies, a not-for-profit organization that supports both emerging and established international artists. It delivers an annual programme of visual arts, creative learning, and live events, transforming a disused city building into a much-loved place of culture and assembly.

Role Overview

As Gallery Manager, your main responsibility will be the sustainable, efficient day-to-day running, organisation and operations of the Gallery and its programme, with the support of the Directors and the Team.

You will maintain excellent working relationships with all organisation-wide and external stakeholders and colleagues and ensure that the Gallery is always represented in a positive and productive way.

The Gallery Manager provides support to the team which promotes and sells the work of the roster of represented artists, makes exhibitions, participates in art fairs and creates new opportunities and platforms for the artists' work to be shown, seen, discussed and sold globally.

Your role will require excellent, detail-oriented, administrative, operational and project management skills, being able to plan and deliver a wide range of events, handle complex logistics for artwork shipments, maintain positive relationships with clients and artists, and keep up to date with the current art industry.

You will play a key part in our team. You are hard-working, creative, a problem-solver and keen to get valuable training, progression and experience in an exciting industry, as well as represent and promote the values of our organisation.

Essential Criteria

- Keen interest in contemporary art and arts organisations and enthusiasm for working in proximity to artists
- Team-player with strong interpersonal communication skills
- Ability to work unsupervised and under own initiative, with a proactive approach to problem solving
- Ability to multi-task and manage workloads effectively, plan time realistically, handle priorities, and meet deadlines, even under pressure and in a fast-paced environment
- Patience and flexibility, capacity to adapt to changes of plan and urgent requests
- Strong attention to detail, ability to work methodically and detail-oriented approach to organisation of file, documents, and workspaces
- Excellent front-facing customer service
- Excellent written and spoken communication skills in English to liaise with artists, clients, visitors, and stakeholders
- Excellent organisational and administrative skills
- Competent IT skills (knowledge of using Google products, Microsoft Office, and cloud storage services)
- Experience in managing calendars and deadlines
- Experience in managing records, lists, and stocks
- Ability to take on board handling requirements of artworks and management of art storage in compliance with health and safety procedures
- Ability to address physical tasks in compliance with health and safety procedures.
- Confident working in a professional environment
- Professional presentation and demeanour

Desirable Criteria

- Experience in working with archival softwares and databases or other content management systems, such as Art Logic, or willingness to learn quickly about archive software and database systems
- Experience and confidence in handling artworks in compliance with health and safety procedures
- Knowledge of using Photoshop, InDesign, other Adobe products

Main Duties and Responsibilities

Gallery Management

- Ensuring exceptional front of house service to artists, clients and visitors at all times
- Being responsible for the Gallery's impeccable presentation at all times
- Being responsible for opening and closing procedures of the Gallery
- Being responsible for reporting when senior staff are out of office
- Being the primary point of contact at the Gallery for visitor, phone call and door enquiries as well as monitoring the general enquiries email address and circulating information as appropriate
- Monitoring live CCTV footage
- Invigilate the artworks when required
- Being responsible for monitoring stock levels, maintaining stock of materials, and arranging new orders when required

Content, Information & Supplies Management

- Working closely with the Directors and the team in the delivery of the Gallery programme of exhibitions, art fairs and other projects (both on and off site)
- Assisting the Directors in preparing, printing, and keeping organised and available printed exhibition materials
- Ensure that the Gallery schedule is kept updated and that dates and information are in the Gallery calendar and master timeline
- Based on the Gallery schedule, keeping the Directors up to date on current and upcoming deadlines and key dates related to the role
- Supporting with accounts record-keeping for receipts and invoices and other requests
- Being responsible for selling, monitoring stock levels, and arranging safe storage of Gallery publications
- Maintaining stock of materials for the Gallery and the storage locations; ordering packing materials and general supplies when required, keeping a good level of supply
- Working with the Directors on any other required tasks

Artists and Artworks Management

- Supporting with updating and managing database entries on the Gallery digital and physical archives
- Supporting with consignment and loan agreements
- Supporting with obtaining shipping estimates, dealing with shipping companies and art handlers, accurately adding shipping dates to calendar.
- Providing logistical and operational support with arranging and tracking shipments of artworks, keeping precise records of location and movements of artworks both nationally and internationally. This includes assisting with import and export, documentation, storage management, and handling/packing of artworks)
- Locally accompany artworks for transportation to artists' studios, framers, conservators when required

- Being responsible for creating labels for artworks and crates
- Being responsible for producing In and Out forms for shipments of artworks
- Being responsible for conducting artworks condition reports in compliance with health and safety procedures or coordinating them with art technicians. Being responsible for their correct filing in the Gallery database
- Being responsible for scheduling and booking stakeholders such as photographers, art technicians, cleaners and decorators
- Supporting photographers and art technicians, especially during installation and deinstallation of exhibitions and with packing and unpacking of artworks

Events Management

- Supporting in the delivery of events at the Gallery and offsite
- Creating event schedules ensuring all relevant information is included, such as running order and catering arrangements
- Stocktaking of refreshments and catering supplies at the Gallery and arranging for transportation to offsite locations when required
- Ordering food and beverages for events when required

Reporting to

The Gallery Directors for matters related to Gallery General Management; Content, Information & Supplies Management; Events Management (see above).

Director & Head of Exhibitions for matters related to Artists and Artworks Management (see above).

To Apply

Please send your CV with covering letter to caroline@hannahbarry.com