

## POST

Gallery Technician

## CONTRACT

Full time, Permanent

## SALARY

Dependent on experience

## WORKING HOURS

5 days a week; Monday–Friday, 09.00–18.00  
(with the occasional evening or weekend work)

## ABOUT

Alon Zakaim Fine Art is seeking a Gallery Technician for their gallery in the heart of Mayfair. Working within a dynamic and fast-paced environment, the successful applicant will become an integral part of a small, dedicated team, supporting the day-to-day operations of the gallery and helping to ensure the highest standards of care and presentation for our artworks.

This is an exciting opportunity for someone with a genuine interest in the art world who enjoys working hands-on, takes pride in their work, and thrives in a varied and collaborative environment.

## MAIN RESPONSIBILITIES

- Safe handling, installation and lighting of high-value artworks both in the gallery, overseas at art fairs and off site at clients' homes and the Director's home
- Packing artworks for national and international transport as well as condition checking at every stage
- Collection and delivery of artworks and other items as required within London
- Liaising with suppliers including framers, restorers, and photographers for new gallery acquisitions or on behalf of clients
- Safely removing artworks from frames, hinging and fitting them into new frames and installing perspex backs
- Stock management - keeping storerooms organised, conducting stock checks and updating stock inventory and the gallery's management database
- Ordering necessary tools/lights/gallery supplies as required
- Site and facilities management – overseeing the general upkeep of the premises and its appearance, as well as dealing with electricity and water companies, window cleaners and the security company
- Assisting with the organisation of the gallery exhibition schedule including events and art fair participation
- Overseeing contractors and builders where necessary at the gallery space and the Director's home
- Booking and managing large installation jobs related to interior design projects and working with shipping companies to move large sculptures
- Acting as front of house when necessary and other administration duties
- General support to the Director and senior staff

## PERSON SPECIFICATION

### ESSENTIAL

- At least two years' experience as a technician within a gallery, museum or auction house
- Knowledge of domestic and international packing requirements

- Experience of installing exhibitions to a professional standard or hanging artworks
- Ability to work on multiple projects simultaneously under pressure and to tight deadlines
- Ability to work well within a team with a very high attention to detail
- Interest in the arts
- High level of discretion and confidentiality when handling client and business-sensitive information.
- Polite, friendly manner and someone who would be confident dealing with high-profile clients
- Good knowledge of Microsoft Office (Word, Excel & PowerPoint)
- Applicant must have UK citizenship or the Right to Work in the UK

#### DESIRABLE

- Educated to a Degree level
- An additional language
- Good knowledge of Adobe software (Photoshop, InDesign)

Interested applicants please apply with a cover letter and CV to [gallery@alonzakaim.com](mailto:gallery@alonzakaim.com)

Subject line should include 'Gallery Technician'