Sophie Oppenheimer Art Consultancy Services, London
Position: Personal Assistant at Art Advisory Company

Start: January 2027
Part-time: 2 days a week
Experience in a similar position

For more information or to apply for the role, please email Sophie:
info@sophieoppenheimer.com

An opportunity to work part-time with a London based contemporary art advisor who advises private collectors and curates corporate art collections.
Strong understanding of the day-to-day operations within an art advisory business.

The position involves ensuring all personal and business activities run efficiently, and that all communications are managed with careful consideration and discretion. Successful candidates should have excellent organisational and time management skills, eloquent written and spoken communication abilities as well as a flexible approach to work. This position involves assisting with the smooth running of all art operations and general office administration, including but not limited to art logistics (import, export, shipping and storage), along with general accounting and meticulous record keeping. In addition to organising the above, a sound knowledge of the day-to-day running's of the art market is essential.

The position is based in the art advisor's home office in West London two days per week. The second day may include travel to oversee the install of artworks, stock checking art collections, or assisting with delivery to a clients' residence. The ideal candidate will be comfortable working independently.

Role includes (but is not limited to):

- Overseeing the shipment, installation of clients' artworks globally, involving condition reports and up to date insurance.
- Working with clients to organise framing of artworks, delivery of artworks and arranging installation.
- Assisting with basic cataloguing, research and artnet searches.
- Managing art database and ensuring all records are continually updated.
- Preparing art valuations for sale, shipping and insurance.
- Liaising with auction houses for condition reports, purchase or consignment.
- Reviewing consignment agreements and other legal contracts.
- Organising, updating, and overseeing some work travel arrangements
- Preparing and checking invoices, and all incoming payments.
- Overseeing day to day schedule for work and personal affairs (itinerary, RSVPs, expenses, meetings, purchases of items, answering phone and emails).
- Monitoring and updating calendar (events, travel, art fairs, auctions, meetings).
- Assist with general duties as required.
- A basic knowledge of AML and AMP'S.