Job Vacancy // Assistant to Senior Director // Sprüth Magers London

Job title:
Assistant to Senior Director

Function:
Responsible for supporting and assisting the Senior Director

Reports to:
Senior Director

Working hours:
Monday–Friday, 9:45am–6:15pm

Role location:
7a Grafton Street, London, W1S 4EJ

Purpose of the role:

The purpose of this role is to provide comprehensive operational support to the Senior Director, ensuring all pre- and post-sale processes run smoothly and efficiently. As a key point of contact and representative of the gallery, this position facilitates communication between clients and the Senior Director. By expertly managing travel, meetings, and calendars, the role enables the Senior Director to prioritize sales, strategy, and management responsibilities.

Task list, reflecting day-to-day responsibilities, includes but is not limited to:

Key Responsibilities (approx. 80% of the role):
Assistance to the Senior Director:

- Assistance to the Senior Director with pre- and post-sales administration, including but not limited to tracking, preparing, and sending offers, invoicing details, AML and CDD checks, payments, shipments, and general after-sales care.
- Preparing and collating information for offers, meetings, appointments, and sales presentations.
- Diary management including organising meetings and travel itineraries, and responding to invitations to ensure effective use of Senior Director's time.
- Email management, administering mail-outs of exhibition and fair previews.
- Drafting correspondence and responding to emails for and on behalf of the Senior Director.

Gallery admin:

- Monitoring daily and weekly reminders of works on hold and expiring consignments.
- Coordinating hang lists for Private Viewing rooms with the Registrars when required.
- Database Management; making sure that contacts, inventory details and availability and consignments are up to date and advising the relevant team should changes need to be made.
- Assisting the London team with ad-hoc administrative tasks when asked.

Communication and research:

- Assisting Communications team with daily press requests directed to the London gallery.
- Drafting texts for exhibition previews and sales offers.

Fair preparation (approx. 10% of the role):

- Assisting with art fair planning, including but not limited to creating sales portfolios, organization, and design.
- Assisting and taking minutes in sales meetings when required for upcoming exhibitions and art fairs.

Events, openings, and Front of House (approx. 10% of the role):

- Performing a client-facing role to assist the wider team with welcoming visitors, tours, and maintaining the front desk when necessary.
- Being present and proactive during exhibition openings, gallery dinners, and private events.

Essential professional skills and competencies:

- Previous experience at a commercial gallery or comparable arts organization.
- Excellent knowledge of contemporary art and gallery operations.
- Familiarity with inventory databases (e.g. Artlogic, ArtBase, or comparable).
- Strong administrative and organizational skills.
- Proficiency in Microsoft Office (Word, Excel) and basic image-editing software.
- Positive, enthusiastic attitude.

Language Skills:

- Fluent in English (written and spoken); additional languages are an advantage.

Salary range: £35–£40K per annum depending on experience.

Application process: Please send a CV and covering letter to Antonija Stanton-Vrhovski asv@spruethmagers.com by 6:00pm on 16 November 2026.

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