Corvi-Mora

Gallery Director – Maternity Cover (10-11 months)

Your Role
You will work closely with Tommaso Corvi-Mora, the rest of the team, and the gallery's artists in the organisation of exhibitions at the gallery and its day-to-day running. Your working hours will be Tuesday to Saturday, 10:00 – 18:00. [on occasion you will be expected to work longer hours during openings and weekend days for art fairs]

You will demonstrate exceptional organisational and time management skills, as well as the ability to multitask, take initiative, and work well under pressure.

Your role will span from administrative responsibilities to exhibition production, arranging shipping, assisting artists, organising art fairs, responding to press and publication requests, and designing gallery digital materials. You will be working closely with the gallery's accountant and bookkeeper on accounts record keeping and VAT. An expert knowledge of AML procedures and TA authorisation management will be necessary.

Strong written and verbal communication skills and an acute attention to detail are a requirement. You should have an excellent understanding of and experience with Mac operating systems and be proficient in Gmail, Microsoft Office, Adobe Acrobat Pro, Photoshop, and inventory management databases, preferably Filemaker.

Salary will be commensurate with experience. Please send CV and cover letter to: office@corvi-mora.com

Administrative Responsibilities:

- Managing the day to day running of gallery and working with other staff and the warehouse team.

- Updating gallery records including the sales daybook, the artist ledger, the fabrication costs sheet and the stock list.

- Maintaining the gallery databases, ensuring records of both unique and editioned works are updated continuously.

- Updating the gallery website, which is managed on WordPress.

- Issuing sales invoices and self-billing invoices on behalf of artists.

- KYC compliance, requesting and filing appropriate AML documentation. Arranging annual review and renewal of the gallery's AML registration.

- Filing artist resale rights quarterly statements.

- Conducting client due diligence checks for anti-money laundering purposes, managing the gallery's KYC records, renewing AML supervision yearly.

- Managing incoming and outgoing payments, working with the bookkeeper to oversee the gallery accounts. [including business rates and VAT records]

- Coordinating the gallery annual insurance and amending its policy when required.

- Updating available artworks for sale and Artist dossiers.

- Managing and keeping record of dates of gallery exhibitions and Artist's external projects.

- Compiling and keeping records of gallery loans and consignments.
- Issuing certificates of authenticity.
- Updating listings on online and in-print platforms.
- Updating mailing lists.
- Updating the gallery's privacy policy.
- Coordinating artwork and installation view photography.
- Managing the gallery's payroll together with the gallery's bookkeeper and payroll officer.
- Overseeing staff holiday coordination.
- Liaising with IT services.

Exhibitions:

- Assisting in the management and the production of exhibitions both at the gallery, at external locations, and working together with institutions on both single-venue and touring exhibitions at museums.
- Compiling gallery exhibition materials; formatting press releases and price lists. Scheduling timely mailout dates for press and exhibition announcements.

Artists:

- Assist artists with production, framing, storage, and documentation of artworks.
- Issuing self-billing invoices, payments of commission and advance commissions on sales.

Frieze London (once yearly):

- Completing the gallery's art fair application.
- Completing the technical floorplan for the gallery's stands.
- Assisting Tommaso Corvi-Mora in compiling the list of works included in the gallery's presentations.
- Arranging for shipping, insurance and packing of artworks.

Shipping:

- Managing the gallery's TA account and authorisation.
- Issuing shipping invoices.
- Raising shipping invoices both for the gallery and on behalf of clients and third parties.
- Keeping records of proofs of export.

- Making sure condition reports are compiled, and records of packing details for artworks at the gallery and in external storage facilities are updated promptly and sharing details for these with third parties when required.

- Overseeing and managing accounts and insurance for artists' own storage.

Design:

- Compiling and updating dossiers on each of the gallery artists.

- Compiling exhibition and fair previews.

- Designing especially formatted images for IPads.

- Drafting adverts for publication.

- Designing mailouts for the gallery mailing lists.

- Producing printed matter for the gallery including artist lists, business cards, and, occasionally, exhibition invitations.

Press, Publication, and Image requests:

- Responding to press requests with images and information on artists and exhibitions

- Liaising with artists regarding press requests approval.

Further responsibilities

- Assisting Tommaso Corvi-Mora with requests pertaining to his own artwork.
- Assisting with the running of One A Wines, a natural wine shop located on the lower ground floor of the building.