Designer and Gallery Assistant, London



GRIMM, London is seeking to hire a highly organised, hardworking, and team-oriented individual to fill the position of Designer and Gallery Assistant. The role will be focused on producing all design materials for the location, as well as supporting the Director, Senior Registrar and Sales Associate in the day-to-day operations of the gallery.

Tasks will include but are not limited to the following:

• Design pricelists and artwork offer presentations for exhibitions, fairs and other projects, as well as comprehensive artist documents for each artist within the programme.
• Update and maintain the gallery website, ensuring continuity between all materials.
• Actively maintain artist and press archives, formatting and uploading images, press and related documents to internal server.
• Book photography and liaise with photographers for prompt delivery of files and checking the accuracy of their work, as well as monitoring internal deadlines for sales and marketing usage.
• Assist in designing digital renders for art fair applications and exhibition preparations. Experience with Sketchup is therefore desirable.
• Manage on-site library.
• Assist in the preparation of exhibitions at the London space and art fairs, designing visual materials including vinyl, floorplans and art work labels, ordering supplies and assisting in the lead up to exhibitions/fairs.
• Participate in the day-to-day operations of the gallery, working within a small team to ensure exhibitions and projects are delivered on time and within budget, as well as providing support to local gallery artists as required.

Skills and Qualifications:

• The ideal candidate will have an undergraduate degree in graphic design, or equivalent.
• Fluency in Adobe Creative Suite (InDesign, Illustrator, Photoshop) and G Suite is a must. The ability to edit, colour correct and reformat images using Photoshop and incorporate them into materials produced with Illustrator is a core aspect of the role, both adhering to and producing graphic templates faithful to the gallery's corporate identity guidelines.
• Experience working with ArtLogic or other, similar CMS is an advantage.

About GRIMM

GRIMM is a contemporary art gallery representing thirty-five international artists. Since its establishment in 2005, the gallery has been committed to promoting and supporting emerging and mid-career artists who work in a diverse range of media. The gallery has exhibition spaces in Amsterdam, New York and London.

Gallery hours are Tuesday–Saturday, 10:00-18:00. Applicant must be flexible and available to work outside of designated workdays on an as-needed basis. Competitive salary commensurate with experience.

Interested?

Please send your cover letter and CV to Timothy Davies, timothy@grimmgallery.com