

Job opportunity in London, UK



GRIMM seeks a full time Gallery Manager with Registrar duties in London. This is a position that requires strong organisational skills and the ability to work as part of a team in a fast paced work environment.

This position is in-person at our London gallery. Hours are Monday to Friday 10 AM–6 PM.

Who we are:

GRIMM is a contemporary art gallery and represents over thirty international artists. We organize new exhibitions every 8 weeks in our gallery spaces in Amsterdam, London and New York. We also participate in international art fairs.

Duties and requirements:

- Overseeing general gallery organisation;
- Assisting directors with managing exhibitions and art fair coordination;
- Organising collections, packing and shipments of artwork (oversee best practices in shipments);
- Arrange for the safe transportation of artworks to and from our galleries, our storage facility, art fairs, clients, and loan destinations;
- Create shipping and pro-forma invoices;
- Obtain shipping costs and estimates, with knowledge of customs laws and regulations specific to the UK and Europe in particular;
- Advise clients on packing and shipping; provide installation instructions;
- Coordinate crating and shipping to and from lenders, consignors/consignees, artist studios, storage spaces, and museum and exhibition loans including international institutions;
- Maintain and develop a strong network of quality shippers; ability to negotiate best pricing and ensure invoices are in line with estimates; facilitate smooth and timely deliveries;
- Initiate and monitor incoming and outgoing shipments (both domestic and international), communicating with shipping vendors to obtain estimates and manage pickup, transportation, and endpoint delivery of artwork;
- Ensure artwork inventory database records remain correct and updated, prioritising artwork details, images, location, condition, framing and production costs, as well as provenance and exhibition history entries;
- General collections management, including condition reporting, cataloguing, and tracking of artworks across multiple locations, including on- and off-site storage, artist studios and exhibition loans;
- Oversee basic art handling and preparation duties; assist as needed with packing and unpacking, installation.

What we are looking for:

- A keen attention to detail and organisation, and ability to prioritise independently are mandatory;
- Proficiency in content management systems is required;
- Proficiency in Adobe Creative Cloud (specifically Photoshop and InDesign) is highly desirable;
- 3 + years prior experience working in a gallery or comparable experience is needed.

Salary commensurate with experience.

Interested?

Please send us your motivation letter and CV.

If you would like more information, you can contact

Will Hine via will@grimmgallery.com