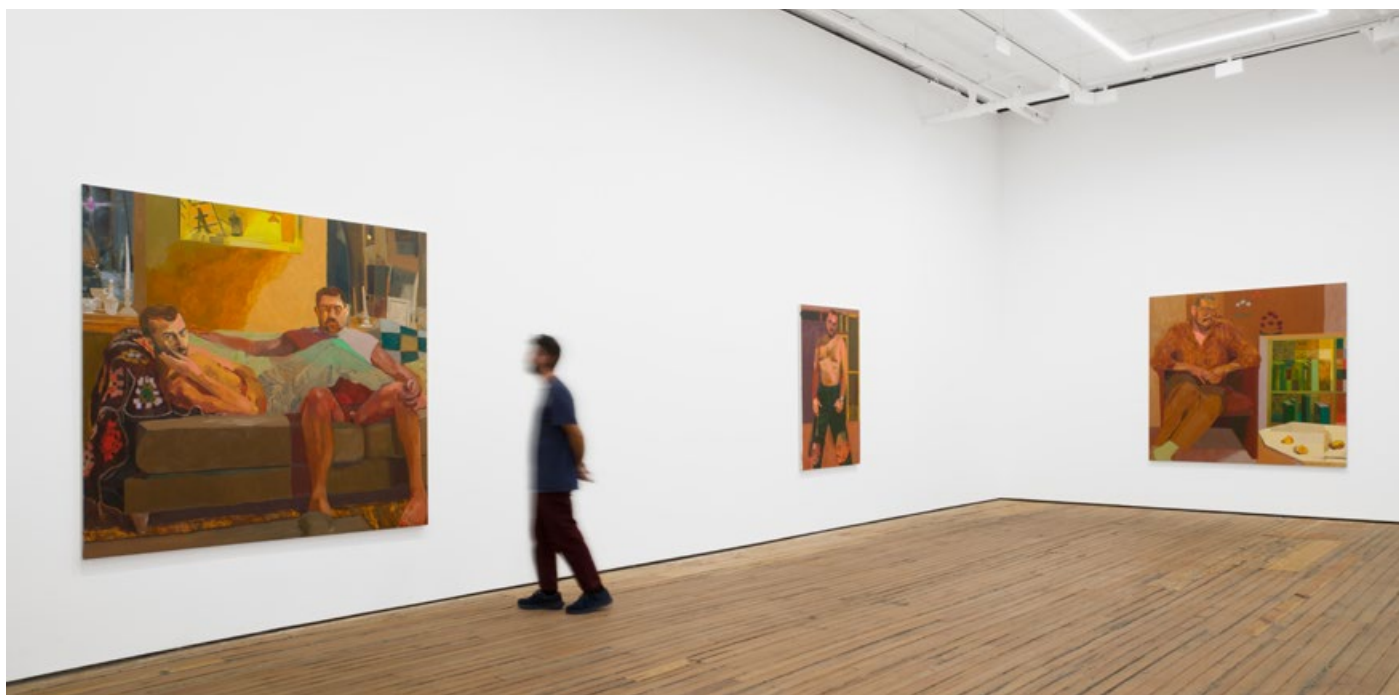


# Job opportunity

## Full-time Sales Assistant position at GRIMM, New York



**GRIMM seeks a full-time Sales Assistant in New York. This position requires strong organisational skills and the ability to work as part of a team in a fast-paced work environment. The ideal candidate is passionate and interested in the arts/larger creative arena or eager to learn. Previous experience and a background within the commercial art world are required.**

### About the Opportunity:

- GRIMM seeks a full-time Sales Assistant. The ideal candidate will have a BA in Art History and Arts Administration or Business Administration and at least two years of related experience or the equivalent.
- The ability to manage time and meet deadlines while having superior writing skills, and a thorough working knowledge of contemporary art are required.

### Tasks will include but are not limited to the following:

- Support gallery manager in preparing pricelists, private views and marketing materials
- Assist gallery staff regarding all aspects of inventory & exhibition management: production, shipping, framing, photography, etc.
- Assist in monitoring artists' solo/group exhibitions, both domestic and international, and maintain and prepare artist documents.
- Plan and book artist travel.
- Prepare consignment agreements and offer PDFs.
- Auction tracking for gallery artists.
- Help prepare for openings, support during openings, and organize opening dinners.
- Provide sales support as needed (viewings, offers, previews).

### Skills and Qualifications:

- 1-2 years in an assistant or administrative support role at a gallery preferred.
- Detail-oriented with experience in managing upwards.
- Strong Multi-tasking skills with the ability to prioritize and anticipate needs.
- Strong written and verbal communication skills with the ability to work cross-departmentally.
- Proficiency with Adobe InDesign, Photoshop, and Acrobat.

### About GRIMM

GRIMM is a contemporary art gallery representing thirty-six 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 am – 6:00 pm. Applicant must be flexible and available to work outside of designated workdays on an as-needed basis.

GRIMM is an Equal Opportunity Employer. The gallery is firmly committed to equal employment opportunities in all facets of its operations. The gallery makes decisions concerning hiring and terms and conditions of employment without regard to any characteristic protected by applicable law.

Compensation is USD 50,000 - USD 60,000, depending on experience and resumé.

### Interested?

Please email your cover letter and CV to Callie McConnico [callie@grimmgallery.com](mailto:callie@grimmgallery.com)