

GRIMM is looking for a Gallery Assistant to join our team in London!



GRIMM is seeking a highly organised, hardworking, and team-oriented individual to fill the position of Gallery Assistant. The gallery is opening a new space in central London and therefore has a unique opportunity for a new team-member to learn how galleries are built from the ground up, gaining an exposure to all aspects of gallery operations. Candidate must have at least 1-year prior experience working as Assistant or a similar position. The successful candidate will be exceptionally organised with a keen attention to detail. Candidate should possess excellent verbal and written communication skills and be able to efficiently multi-task in a fast-paced, dynamic environment.

Responsibilities

- Answering phones and fielding inquiries from the public;
- Maintaining and updating inventory records using ArtLogic database;
- Scheduling appointments, studio visits and meetings;
- Coordinating domestic/international travel
Creating sales offer PDFs;
- Maintaining press and mailing lists; updating website;
- Overseeing the maintenance of gallery and office spaces as needed;
- Receiving/sending/distributing all mail and packages;
- Assisting with exhibition and art fair installations and de-installation;
- Organising events such as private views and offsite receptions;
- Managing on-site library.

Qualifications

- Bachelors or higher degree required;
- Proven interest in Contemporary Art;
- Minimum one-year experience in a similar position preferred;
- Excellent written and verbal communication skills;
- Organised, detail-oriented, courteous, and discreet;
- Meticulous attention to detail and high level of accuracy;
- Candidate must have the ability to multi-task in a busy environment;
- Prior experience writing about art preferred;
- Proficiency in MS Office and Adobe Creative Suite required, knowledge of art databases preferred.

The Gallery Assistant position is full-time, five days a week. Gallery hours are Tuesday – Saturday, 10:00am – 6:00pm. Applicant must be flexible and available to work outside of designated times on an as-needed basis.

Interested?

Please send us your cover letter and CV.

If you would like more information, you can contact

Will Hine via london@grimmgallery.com