

GALLERY ASSISTANT (INTERNAL RECRUITING) - To express interest email lglondoninfo@gmail.com

Reports to: Gallery Manager and Director

Job share: 2 days a week, from 1 to 6pm (Fridays/Saturdays)

Rate of pay: £12 per hour (plus extra hours paid at regular rate)

Location: Laure Genillard Gallery, 2 Hanway Place W1T 1HB

Laure Genillard is a private contemporary art space in Fitzrovia, London. Director Laure Genillard has operated her gallery since in 1988, bringing a keen eye to developments in abstract and conceptual art internationally, expanding on 1970's minimal art practices and discussions. The gallery is currently looking for a Gallery Assistant to join its small team and assist the Gallery Manager in all aspects of running a privately owned space with a program of 4-5 exhibitions per annum. The selected candidate will work alongside the Gallery manager, alternating two days a week. The candidate must have excellent attention to detail, a productive and hands-on approach to their role. They should be efficient in all aspects of office administration and have excellent and eloquent written and spoken communication abilities.

Main Responsibilities

Front of House

- Point of call for public enquiries – by phone, email and through the websites
- Being a warm and well-informed presence for visitors and clients, and confidence in introducing exhibitions to the public and occasional tours
- Arranging couriers and shipping
- Maintaining gallery supplies and keeping the gallery tidy

Exhibitions

- Artist liaison on aspects of exhibition planning
- Packing and shipping artwork and arranging consignment of works for exhibition
- Technical support for exhibition installation and planning
- Compiling exhibition material including press releases, exhibition plans and prices

Press

- Compiling press packs, images and marketing material
- Keeping exhibition listings websites and media agencies up to date with gallery program
- Collating, scanning and filing press for archive

Digital

- Proficient Mac user
- Microsoft Office, Adobe Creative Suite, Dropbox and Google mail/drive knowledge
- Proficiency in Adobe InDesign for the construction of small marketing campaigns
- Designing and sending mail-outs with Mailchimp
- Maintaining mailing lists
- Updating in-house website
- Strategising social media campaigns across Instagram, Twitter and Facebook to promote gallery events and activities.

Events

- Ordering supplies
- Setting up and running a small bar during openings, clearing up before and after as necessary
- Assisting with invitations and guest lists

Person Specifications

- Some experience of working in a gallery, museum, collection or similar environment
- Experience and confidence with writing and proof reading
- A dynamic, self-motivated, organised and pragmatic approach
- Excellent team working, interpersonal and communication skills
- Willingness and flexibility to work outside regular hours on occasion during exhibition (de)installation and events including evenings and weekends
- A deep interest in contemporary art and visual culture