

JOB DESCRIPTION: GALLERY ASSISTANT

JOB START: Wednesday 9 January 2019

(Hand over period [part-time] Wednesday 5 December until end of December 2018)

Application deadline: 11 November 2018

Interview dates: 17, 21 November 2018

Salary: Freelance self-employed basis – 20 hrs pw @ £12ph (plus extra hours paid at regular rate)

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 director in all aspects of running a small privately owned space with a program of 4-5 exhibitions per annum. Starting in a paid part-time position from early December 2018, the selected candidate will work alongside the current assistant for a hand over period and will start in the position on Wednesday 9th January 2019. This front of house and managerial role is wide ranging, and requires someone who can multitask both administratively and practically during the running of the gallery and exhibition implementation. The candidate must have excellent attention to detail and a productive and creative approach to their role. They should be efficient in all aspects of office administration and have excellent and eloquent written and spoken communication abilities, as-well as being proactive and willing to contribute meaningfully with ideas to the gallery programme and set up. Applicants must have a good knowledge of contemporary art and prior gallery experience. Curatorial experience would also be welcomed. Required skills include proficiency with Mac Operating system, Microsoft Office, Adobe InDesign and Photoshop, press, social media and communication.

The position requires a regular 20 hours per week during gallery hours, Wednesday - Saturday, 1-6pm, and the candidate must be willing to contribute more (paid) hours during exhibition install and de-install and events.

Application is by CV and a 1-page cover letter by 11 November 2018 at the latest to

lglondoninfo@gmail.com.

Responsibilities

Front of House

- First 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
- Sorting and sending post
- Arranging couriers and shipping
- Maintaining calendar and gallery schedule
- Maintaining gallery supplies and keeping the gallery tidy
- PA tasks for the Director
- Being a warm and well-informed presence at the gallery for visitors, clients and the occasional tour

Exhibition production

- Artist and curator liaison on all aspects of exhibition planning
- Packing and shipping artwork and arranging consignment of works for exhibition
- Keeping up to date records and meeting minutes
- Technical support for exhibition installation and planning
- Compiling exhibition material including press releases, exhibition plans and prices

Press

- Responding to press requests
- Contacting relevant bodies to promote shows and compiling press lists
- 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

Computer/Social Media

- 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 (essential)

- Some experience of working in a gallery, museum, collection or similar environment
- Experience and confidence with proof reading
- Experience and confidence of public speaking and gallery tours
- A highly self-motivated, organised, flexible and pragmatic approach
- Excellent team-working, interpersonal and communication skills
- Willingness 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

Person Specifications (desirable)

- Curatorial and practical experience with exhibition making
- Technical experience with exhibition installation
- Experience working with artists
- Degree in curating, art history, fine art or similar

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