

## THOMAS DANE GALLERY

### Gallery Assistant

Thomas Dane Gallery seeks a motivated, organised, assertive and articulate Gallery Assistant to join its expanding operations in London. The successful candidate will be exceptionally well organised and not only able to undertake their own responsibilities but able to assist in making every aspect of the gallery run smoothly. The key quality for a successful candidate will be initiative.

The role will include a special emphasis on assisting one of the Gallery Partners.

#### Responsibilities:

- Answering door buzzer. Greeting of all visitors to the gallery, and providing information or assistance as required. Printing lists of works, press releases and any other information for visitors. Directing visitor enquiries to other staff where appropriate.
- Answering telephone. Handling enquiries where appropriate and transferring calls to other staff.
- Daily opening up of gallery, switching on lights, turning on exhibition (where necessary). Checking fax machine and answering machine. Sorting post and distributing to other staff.
- Ensure that general facilities supplies are ordered regularly (office supplies, refuse stickers and bags, bathroom supplies, kitchen supplies etc.).
- Frank out going post and take to Post Office each day. Larger items to be paid for and posted at Post Office each day.
- Maintaining high level of tidiness and organisation around the gallery and offices, especially around the front desk/shelves and throughout the gallery. Liaising with cleaner. Organising window cleaning.
- Day-to-day management of gallery diary. Making diary entries with as much detail as possible, amending entries, print-outs for staff meetings.
- Handling all general email enquiries to the [info@thomasdanegallery.com](mailto:info@thomasdanegallery.com) address.
- Assist and support other staff with their duties where necessary.
- All round administrative support for Directors including booking travel and restaurants. Daily update with Directors on current tasks.
- Help artists with travel arrangements where necessary.
- Amass gallery credit card receipts on a monthly basis.
- Prepare Fedex packages and arrange for collection.
- Handout and receive artworks. Prepare and complete delivery/collection notes
- Ensure stationery cupboard is immaculate and office supplies replenished regularly.
- Assist in the organisation of private views, dinners and other events: ordering drinks, glasses, staff, organising catering, booking tables.
- Ensure artist files and iPads for art fairs are up to date with relevant images and biographies.
- Sourcing and ordering books and catalogues where necessary.
- Updating artist bibliographies and biographies regularly.
- Any ad-hoc projects appropriate for the role.
- Manage intern responsibilities in conjunction with Gallery Director.
- Organise annual leave cover

#### Term:

12-month contract with a view to extending thereafter.

#### Hours:

Monday – Friday 0930 – 1800 (plus some evenings and weekends for special events where necessary)

#### Remuneration:

£20,000 pa

Applicants to send CV and a single-side cover letter as pdfs to [info@thomasdanegallery.com](mailto:info@thomasdanegallery.com).

Deadline December 5th 2014