SENIOR SALES LEAD

ARTE HOUSE

London | Full Time

Arte House is looking for an experienced Senior Sales Lead to join our London gallery on Golborne Road, taking the lead on sales and client relationships alongside overseeing the day-to-day running of the space.

We bring together Modern British art, carefully chosen antiques and the work of selected contemporary artists and makers, alongside a small collection of objects for the home.

This is a senior, sales-focused role within a small team. We are looking for someone with experience in gallery or antiques sales and a strong knowledge of art and antiques. You should be equally comfortable discussing the work of an artist, advising a client on a significant purchase and taking care of the practical details of running the gallery.

Working closely with the founders and our Bath team, you will develop sales, build lasting client relationships and help keep the London gallery organised and running smoothly. As a small business, we work collaboratively across both locations, and a practical, hands-on approach is an important part of the role.

[THE ROLE]

You will take the lead on presenting and selling art, antiques, furniture and objects to new and existing clients.

This includes taking a thoughtful and proactive approach to enquiries, following up on conversations and seeing sales through to completion.

Learning our collection is an essential and ongoing part of the role. You will be expected to develop and maintain a thorough knowledge of the artists, makers and pieces we stock, taking time to research their backgrounds, materials, techniques and provenance. You should be able to use this knowledge confidently and naturally in conversations with clients, offering informed advice and context.

You will take ownership of client enquiries and orders, including follow-up correspondence, preparing invoices, arranging delivery and shipping quotes, and completing related paperwork.

Alongside your sales responsibilities, you will oversee the day-to-day running of the London gallery, maintaining its presentation, cleanliness and organisation.

You will support and guide a small team of part-time staff, helping coordinate daily tasks and ensuring consistency in service and the care of the space.

You will keep stock records, deliveries, online orders and general gallery administration up to date, including preparing the weekly sales report and helping collate information needed for the quarterly accounts.

Clear and regular communication with the Bath team will be central to the role. You will share information, coordinate responsibilities and support the workload across both galleries. This will include working together to create and maintain a tear sheet library containing relevant information about the pieces we hold.

You will work closely with the founders to develop sales, strengthen client relationships and contribute to the continued growth of Arte House.

SENIOR SALES MANAGER

ARTE HOUSE

[THE PERSON]

You will have experience selling art and antiques, be comfortable advising clients on significant purchases and enjoy building relationships over time.

You will bring a strong knowledge of art and antiques, with the confidence to hold informed conversations about artists, their work, provenance and the wider market. Alongside this, you should have a genuine interest in our collection and a proactive approach to learning about the contemporary artists and makers we work with, as well as existing stock and new arrivals.

We are looking for someone who enjoys selling and takes initiative in following up enquiries and developing client relationships.

You should be naturally warm, engaging and assured with clients, with an approach that is informed rather than overly formal.

Strong written and verbal communication skills are important, together with an open and collaborative approach to working across a small team and two gallery locations.

You will be practical, organised and attentive to detail, with a willingness to be involved in every aspect of the gallery's daily running.

You should be comfortable working independently, taking responsibility and using initiative, while supporting colleagues and maintaining high standards of presentation and service.

An appreciation for interiors, craftsmanship and thoughtfully made objects is also important.

[WORKING AT ARTE HOUSE]

The number of days per week can be discussed with the right candidate. Weekend cover is required.

The role offers the opportunity to take a senior position in our London gallery, working daily with Modern British art, antiques and selected contemporary artists and makers.

You will join a small, creative and collaborative team across our London and Bath galleries, working closely with the founders and playing an important part in the continued development of Arte House.

[APPLICATIONS]

Please send your CV and a short introduction outlining your relevant experience to Nicola@artehouse.co.uk.