

County Hall Pottery

Part Time Gallery Assistant

Role Description

3 Days per week.

£20,000 per annum.

17 Days annual Leave.

Weekends, Evenings and Holidays to be worked to cover events and opening hours

An exciting role for an enthusiastic person to get involved at the beginning of a new ceramic gallery in Waterloo. We are looking for someone who is creative to get involved in our curation as well as customer focused to help communicate our vision to our clients. An all round role getting involved in every aspect of the business should keep you stimulated and provide scope for development.

Duties and Responsibilities

Manage our gallery 3 days a week, dealing with customers both in store and online. Maintain our shop corners making sure items are displayed and rotated to create a changing curious selection of works. Attending private views at the gallery, assisting and managing set up of these events, including planning. Attending and overseeing Artists dinners and other potential events associated with the current exhibits. Communicating with clients and artists in a professional manner. Advising clients on the suitability of objects and artefacts, assisting in sales. Packaging works when sold or post exhibition. The opportunity to curate exhibitions and contact ceramicists / potters and artists you feel suit our direction. Working alongside our pottery staff to help facilitate master class workshops with visiting artists. Manage logistics of art handling and travel for artists. Assist pottery staff with contacting students and with the collection of work from the gallery space. Liaise with teachers about stocking their works in the gallery. Work alongside the artist in residence to curate their final show. Maintain Client database, client outreach through news letters. Some physical work may be required during exhibition changeover and event set up.

This role requires someone who is extremely well-organised and efficient in dealing with multiple tasks

Application Method

Applicants may apply via email – emmapayne@countyhallpottery.com or post County Hall, Waterloo

County Hall Pottery is an Equal Opportunity/Affirmative Action employer. If you would like to submit an application outside of these parameters we welcome video, audio, digital and physical applications.

- Covering Letter
- Resume
- List of References - Contact information for three references