

DORIAN CAFFOT DE FAWES ANTIQUES + DECORATIVE ARTS

Gallery Assistant (part-time)

London, United Kingdom
Mid Level | Freelance | Saturdays

Description

Dorian Caffot de Fawes Ltd is an antiques and design gallery based in Marylebone, London NW8. Established in 2015, we cater to interior designers and private collectors alike, offering a curated selection of 20th Century design and earlier antique furniture and decorative arts. We exhibit three times a year at the Decorative Fair in Battersea Park.

We are looking for a professional and passionate person to run the shop floor on Saturdays (and occasionally additional weekdays at the gallery) and assist at trade fairs in London three times a year.



Key Responsibilities

- Welcoming customers, sales, delivering exceptional customer service and fostering a welcoming store environment.
- Ensuring every customer interaction reflects the gallery's standards.
- Shop keeping, managing opening and closing procedures (lights, alarm, handover to director and gallery manager etc).
- Emailing customers stock details after their visit
- Wrapping sold items safely, unwrapping new deliveries, organising deliveries
- Administrative assistance to the director and gallery manager.

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Skills & Experience

- Polished, professional presentation suited to a high-end retail environment, a natural commercial awareness and genuine enthusiasm for selling beautiful products.
- Highly organised with strong attention to detail, confident multitasker able to prioritise effectively in a fast-paced environment.
- Confident to run a shop on their own, excellent verbal and written communication skills, elegant and warm with clients across email, phone and in person.
- No need for academic knowledge, but must have an interest in interiors.
- Experience in sales.
- Physical elements to the job: The position requires furniture lifting, boxing up, (and 'running around' in trade fairs).



Start date: 25th July 2026.

Opening hours: 10:30am to 5:30pm (longer hours at trade fairs).

Status: Freelance - the assistant is to invoice the gallery at the end of each month for his self-employed services.

Apply: Email dorian@dorian-antiques.com

We are an equal opportunities business, and all applicants will be considered without attention to ethnicity, religion, sexual orientation, gender identity, etc. The role is not suitable for applicants outside of the UK.