ABBOTT and HOLDER LTD
EST.1936
PICTURE DEALERS and CONSERVATORS
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www.abbottandholder.co.uk
TOM EDWARDS FSA Managing Director

# GALLERY ASSISTANT

This is a central position within a busy art dealership. The candidate will work closely with the gallery owner to oversee the smooth running of the business. Some previous gallery / auction house experience is ideal, but not essential. It is envisaged the successful candidate would begin as Gallery Assistant and progress to taking responsibility as Gallery Manager within the first 18-24 months.

- Permanent Position
- 5 Days (40 Hours) a week.
- 9.30am-5.30pm Monday to Friday and two Saturdays 9.30am-5.30pm a month.
  (A day in lieu is given in the week a Saturday is worked).
- Regular evenings until 8.30pm for Private Views (time in lieu is given in the week Private Views are worked).
- 20 days holiday excluding Bank Holidays.
- Probationary period: 3 months.

This role includes, but is far from limited to …

- Daily manning of the gallery: welcoming visitors, serving customers, answering phones, responding to emails etc.
- Maintaining a presentable gallery: making daily window displays, hanging pictures, planning and hanging exhibitions etc.
- Liaising with the rest of the company staff to ensure monthly Exhibitions and Lists of new stock are delivered on time.
- Coordinating logistics, including … collection and delivery of acquisitions, delivery of sales to customer, moving of works to and from storage and to and from our conservators.
- Coordinating all aspects of logistics for Art Fairs and helping with the manning of art fair stands in the UK and abroad.
- Ordering company-wide office, framing and workshop supplies.
- Making regular social media posts and assisting in updating our website.
- Assisting with extensive cataloguing and research.
- Occasional in-person viewing of regional auctions.

This is a busy, hands-on role. Candidates are expected to be practical, energetic, highly organised and have excellent customer service skills.

**Salary commensurate with experience**
**Applications to tomedwards@abbottandholder.co.uk**

VAT Registered Number: 216 2258 86 Registration Number: 4101849