

Soft Opening is seeking a full-time Gallery Assistant to begin on 26 August.

The Gallery Assistant will be joining a small team. They will be responsible for managing the gallery on a daily basis, welcoming visitors and maintaining the upkeep of the space. They will be expected to liaise with artists, shippers, technicians etc on an organisational level. Candidates will assist with gallery operations including artist communications, calendars, art fair and exhibition logistics, inventory and general administrative day-to-day tasks for both long-term and short-term projects.

Flexibility is required for additional hours based on the needs of the gallery. The candidate will be joining a small team and should be willing to take on a multitude of tasks. The candidate must be committed, reliable, timely, diligent and detail-oriented with strong organisational and multitasking skills. Prior familiarity with Adobe, InDesign, Photoshop, Google Docs, Google Sheets, iCal, Dropbox, ArtLogic and Mailchimp as well as previous experience working in commercial galleries is preferable.

This permanent role is based at the gallery at 6 Minerva Street in East London but may require visits to other locations as the job demands. Working hours are 5 days per week from Tuesday-Saturday, 10am to 6pm during exhibitions. During installation periods, hours may shift according to the install schedule. Holiday entitlement is 20 days pro rata per annum plus bank holidays. Salary £28k per annum. Please note in all instances candidates must have the right to work in the UK.