

Soft Opening is seeking a full-time Gallery Assistant to begin in January 2022.

The Gallery Assistant 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, art fair and exhibition logistics and management, inventory, shipping, production 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 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, Mailchimp is expected but not essential. Previous experience working in galleries is preferred but not a requirement.

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 10 am to 6 pm during exhibitions and during installation periods hours may shift according to the install schedule. Holiday entitlement is 20 days pro rata per annum plus bank holidays. Salary £24-28k per annum based on previous experience. Please note in all instances candidates must have the right to work in the UK.

To apply, please send a CV and cover letter to antonia@softopening.london

Deadline for applications: 30 November
Interviews: w/c 6 December