

Gallery Assistant

Location	Edinburgh, Scotland
Type	Full time
Salary	£25,000 per annum

A contemporary art gallery located within a historic building seeks to appoint a gallery assistant to provide support to the front of house team and to the gallery registrar.

Key responsibilities:

- Providing a first point of contact to visitors to the gallery, either in person, by email or on the telephone.
- Maintaining the gallery mailing list and database (Artlogic).
- Assisting the registrar in managing the gallery inventory and archive, a task requiring the re-sizing and preparation of images.
- Assisting the registrar in regular stock location updates and inventory checks.
- Assisting the registrar with shipments, including responsibility for booking all courier-based transport.
- Preparing data for the mailing of exhibition notices, both physical and digital.
- Preparing in-house exhibition lists and brochures.
- Additional administrative duties including managing office supplies.
- Assisting at exhibition openings and at art fairs as required. International travel may be required.

The successful applicant will have proven experience in an office environment, and a keen interest in contemporary art. They will have excellent time management and communication skills. They will be fully conversant with Apple Macintosh computer systems and should have a good working knowledge of web-based applications. Experience with Adobe suite, especially Photoshop, is expected, and with Indesign is desirable. They will be fully literate across a wide variety of social media platforms. Foreign language skills would be an advantage. Most importantly the candidate will demonstrate a willingness to work as part of a small team in a friendly and professional manner, and with an understanding of the flexibility that this demands.

Please send a CV and covering letter by email to - assistant@inglebygallery.com, by 10am on 25th October.