JOB DESCRIPTION

To assist in the running of the office and support in the promotion and sales of pieces, both contemporary and antique. This job requires you to be a supportive part of the team, organised, accurate and responsible. It involves lifting, carrying, filing, packing, answering the telephone as well as assisting with all the full range of daily activities important to a small business.

This is a full-time role generally Monday to Friday. Help will also be required on occasional weekends when we are exhibiting at art fairs (to be arranged in advance with time off in lieu).

Practical support in the preparation and handling of objects

- To pack and unpack objects (contemporary and antique) to high standards following in-house training.
- Labelling, measuring, cataloguing of objects, arrange restoration and photography for the objects.
- To clean works of art, including contemporary silver & organise hallmarking when required.
- To assist with shipping and posting artworks and to deal with various courier and delivery services.
- To assist with the preparations and setup of exhibitions and art fairs.
- Monitoring auctions of objects of interest.

Office Administration

- To assist with preparation of material for catalogues, website images, artists' biographies etc as well as answering various PR enquiries and helping manage the image library.
- To assist with mailings - currently around six per year.
- To maintain stationery, computer and office supplies – ordering from suppliers when required.
- To assist with filing.
- To ensure the office is prepared for visitors. We have a cleaner, but bins need emptying, printers need paper, visitors need coffee, tea & water, light bulbs need changing and so on.
- To arrange travel, hotels and restaurants for the team when required.

- To assist with sales enquiries, invoicing and follow-up, by telephone, email, etc. primarily contemporary but also 18th Century when required.

- There are also two full-time domestic staff who run the house who will occasionally require assistance

- Running errands as the need arises. For example, collecting and delivering packages, popping to the post office and bank etc.

- A clean Driving Licence would be advantageous, but not essential.

- Keep abreast of auctions and secondary market - identifying works of art of interest and obtaining condition reports

Computer based work

- To assist maintaining phone systems and liaise with service provider, and to investigate and resolve any phone problems that arise.

- To assist maintaining accurate records on the Filemaker databases used for stock records and mailing list. This must follow set styles for consistency. It might be necessary to liaise with the database designer to keep the system in order and to make improvements from time-to-time.

- Assist with in-house photography and editing/processing images using Photoshop.

- To assist in the preparation of immaculate printed images and information packages for clients.

- To assist uploading and updating information to our website.

Office hours are Monday to Friday, 10.00am to 6.00pm, plus occasional weekends when working at Art Fairs (to be arranged in advance with time off in lieu).