

## **Gallery Administrator Role, Dickinson New York**

Dickinson is looking for a motivated, detail-oriented **Gallery Administrator** based in our New York office. The ideal candidate would combine an interest in art with superior and proven administrative skills, excellent time-management abilities, and a consistent attention to detail. This is an administrative role, not a specialist or sales position, although the Gallery Administrator will play a crucial role in supporting colleagues responsible for expertise, research and sales, and will be an important point of contact for both clients and service providers. Dickinson is a specialist in private sales of Old Masters through Impressionist, Modern and Contemporary artworks, with a focus on 20<sup>th</sup> and 21<sup>st</sup> century pieces in our New York gallery.

### **Duties and Responsibilities include:**

- staffing the front desk and fielding telephone and in-person enquiries in our gallery space at 980 Madison Avenue, generally Monday through Friday (9am – 6pm), and Tuesday through Saturday during gallery exhibitions
- maintaining our digital picture files with all up-to-date documents, including organising digital imagery with our photographer, scheduling condition reports with conservators, applying for certificates from relevant authenticating bodies or Art Loss Register and Art Claim certificates, scanning literature, and saving all contracts and other client information
- drafting price lists and transcribing basic picture details according to the gallery guidelines, with a superior attention to detail. Using our gallery library, New York libraries and online resources as needed to check or transcribe cataloguing references.
- supporting our two New York-based and one Miami-based specialists and sales associates in day to day aspects of running the gallery
- liaising and maintaining excellent communication with specialists, sales associates and support staff in our London gallery
- general liaising with building management, and organising gallery repairs, repainting or other updates
- taking stock of and ordering all gallery supplies as needed

- drafting consignment and loan paperwork for clients
- liaising with specialist art transport agencies and insurance providers to ensure the safe and correct movement of artworks both nationally and internationally. Some basic registrar work, to support our London-based Registrar.
- maintaining an up-to-date listing of artworks available for sale on our various online platforms, including Artsy and our own website, and responding to enquiries in collaboration with team members
- liaising with auction houses for the consignment of works, or registering for paddles, and occasionally bidding at auction on behalf of the gallery or our clients
- drafting and contributing to the gallery's social media efforts

**Qualifications:**

- a passion for art, and especially the Modern, Post-War and Contemporary periods; preferably an undergraduate degree in art history, and otherwise a comparable degree as well as some art history background
- excellent spoken and written English language skills, correct grammar, spelling and punctuation, correct telephone and client-facing etiquette
- comprehensive technology skills, including comfort with Word, Excel, Mac and PC, familiarity with social media, Photoshop, and a general facility with complex databases in order to help maintain our in-house record system 'Delegator'
- experience in an administrative role in the visual arts is desirable but not essential given a willingness to learn, as is some experience or prior internships in the commercial arts sector
- a can-do attitude, flexibility and a willingness to pitch in as needed; entry-level applicants with an enthusiasm and ability to learn quickly will be considered

**To apply, please send resumé and cover letter to Roxana Bruno Lamb,  
roxana@simondickinson.com**