

ART GALLERY ADMINISTRATOR & SOCIAL MEDIA / WEBSITE COORDINATOR

LOCATION: London, UK

Simon C. Dickinson Ltd., an International art dealership with galleries in London and New York, is looking for a Gallery Administrator and Social Media Coordinator to join the gallery as soon as possible. The successful candidate will assist in general administrative duties relating to the day to day running of the gallery and implement social media and online promotional efforts.

Responsibilities include:

- Liaising with Registrar as needed for data entry duties on gallery system. Inputting new information, new stock pieces, contacts and companies. Assisting with art fair lists and invitations. Updating existing information or deleting outdated information.
- Reception duties in the gallery, at the direction of the Registrar and Gallery Manager.
- Assisting in organisation of shipment of valuable and historically important artworks as necessary, with the Gallery Manager and Registrar.
- Liaising with restorers, framers, and photographers, as needed to assist the Gallery Manager and Registrar.
- Helping departmental administrators to maintain digital and hard copy files for clients and artworks as needed.
- Helping to keep the gallery's shared drive organised, exercising due diligence as needed.
- Assisting in drafting consignment contracts as needed.
- Assisting with picture research including library research (gallery's own and elsewhere in London), online, and assembling information related to cataloguing as needed.
- Assisting with the coordination of Dickinson's participation in international art fairs each year, including readying materials to be packed, and art fair setup/breakdown as needed.
- Technical assistance in the gallery with setup and breakdown of exhibitions and general hangs: hanging works, painting, wrapping, unframing.
- Managing Dickinson's social media channels (Instagram, Facebook, Twitter). Organising calendar, strategies and themes (with Senior Sales Associate). Drafting texts, sourcing images and creating reels. Setting up sponsored social media campaigns (Instagram, Facebook) to targeted audiences to promote art fairs and exhibitions. Updating all the feeds when needed. Liaising with PR contact for press/media purposes.
- Managing Dickinson's website. Constantly updating information. Uploading new artworks, deleting returned and unsold artworks. Creating exhibition, art fair and insight pages. Editing the landing and contact pages as needed (WordPress). Distributing and responding to enquiries that come through the website. Liaising with the website design and backup developers to maintain the website, fix issues and ensure it runs smoothly. Liaising with the website security company as needed.
- Managing Dickinson's Online Viewing Room. Liaising with the OVR developers and hosting platform. Creating viewing rooms for specific artworks. Using the OVR images to supplement factsheets.
- Managing Dickinson's Newsletter and Mailing List. Creating the layout, researching ideas for topics (with Senior Sales Associate & Head of Research), and designing a monthly newsletter

on Mailchimp. Keeping track of the audience's activity, and managing new subscribers and unsubscribers. Updating gallery systems with new contacts and tagging specific categories.

- Managing Dickinson's Artsy account. Uploading new artworks, deleting returned/unsold artworks. Creating exhibition pages, creating Artsy viewing rooms. Distributing and responding to enquiries that come through Artsy. Organising and creating visuals for Artsy ad campaigns. Liaising with our Artsy contact.
- Managing Dickinson's Artnet account. Uploading new artworks and deleting returned/unsold artworks. Distributing enquiries to the team and responding to enquiries that come through Artnet.
- Designing all the visuals required for gallery sales and promotional efforts related to exhibitions, art fairs, events and social media (InDesign), including banners, checklists and some brochures Dickinson. Editing and re-formatting images, re-formatting (Photoshop) and files.
- Managing any/all copyright formalities.

Skills, qualifications and experience:

- Very good academic credentials, desirable to be educated to BA level or above (or equivalent), in art history or a closely related field.
- Gallery or auction house experience, including internships, desirable.
- Highly organised and detail-oriented, deadline oriented, self-starter with initiative and follow-up capabilities.
- Excellent spoken and written English: the nature of Dickinson's business is extremely confidential and the wording of contracts, deal forms and other essential financial documents is very complex, so any misunderstanding has significant and costly potential legal ramifications. Additional language(s) a plus, particularly Italian, Dutch or German.
- Energetic, confident, well-mannered, responsible, hard-working, a team-player but capable of independent thinking.
- Highly professional appearance and client-facing skills.
- Flexibility and the willingness to travel or work occasional weekends or evenings as needed.
- Familiarity with both Apple and PC, including Word, Excel, Adobe. Mailchimp, photo editing (Photoshop), InDesign and WordPress experience a plus, willingness to learn essential.
- Working knowledge of and implementation of social media desirable: Instagram, Facebook and Twitter.