

*Agents and Dealers in Fine Art*

OLD MASTERS. BRITISH AND SPORTING  
IMPRESSIONIST. MODERN. CONTEMPORARY

REGISTERED IN ENGLAND  
NO. 3270566

## **Administrator and Assistant to Simon Dickinson**

Hours: M-F, 9am – 6pm (with occasional out of hours or weekend responsibilities)

Location: 58 Jermyn St, London

Salary: based on experience

Start date: immediately; 4-month probationary period for a permanent position

The Dickinson Gallery, one of the leading private art dealerships in the world, is looking for an experienced, enthusiastic, hard-working, organised and detail-oriented Administrator and PA to join the London team. The successful candidate will assist with the day-to-day gallery administration and support the Founding Director.

### Administrative responsibilities will include, but not be limited to:

- Sales administration; supporting team members from consignment contracts through to deal forms and post-sales, liaising with consigners and buyers
- Arranging shipping, photography, condition reports, treatment or framing as needed
- Assisting with basic cataloguing and artnet searches
- Applying for relevant Art Loss or Art Claim certificates, or copyright/DACS permission
- Ensuring the gallery library is maintained and organised
- Maintaining and updating the gallery stock on the website and online platforms such as artsy and artnet, and ensuring gallery files (both digital and hard copy) are kept up to date
- Liaising with auction houses for paddle registration, sale tickets, purchase or consignment, and bidding in person or over the telephone
- Assisting with reception, phones and front of house duties
- Coordinating applications and liaising with external technicians for art fairs, assisting in sending and monitoring invitations and invitation requests
- Digital outreach, including social media and newsletter design, and the production of labels and fair checklists

### PA responsibilities will include, but not be limited to:

- Assisting the Founding Director with correspondence and emails
- Making travel arrangements, appointments and reservations for the Founding Director and (during art fairs) for other colleagues
- Liaising with clients on behalf of the Founding Director, both in person and over the phone
- Maintaining Founding Director's personal files, including bank, tax, pension and medical

### Desirable qualifications and experience:

- A degree in art history or a related field, and a passion for art
- Excellent written and spoken English, with a solid grasp of grammar; additional languages desirable but not essential
- Superb organisational skills, an ability to prioritise and multitask
- Attention to detail and common sense

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- Excellent interpersonal and client facing skills, including proper and professional phone manners
- A good understanding of technology, both Mac and PC, including proficiency in MS office, InDesign, Excel, WordPress, MailChimp, Photoshop and Adobe, and social media including Facebook, Instagram and LinkedIn
- Previous experience in a gallery or auction house environment preferable
- A clean UK driving license
- The right to work in the UK; applicants from abroad must be able to demonstrate to our satisfaction that they have all necessary permissions and papers to enable them to work at Dickinson.

If interested, please send a CV and cover letter to Dr Molly Taylor, [molly@simondickinson.com](mailto:molly@simondickinson.com).