

STARKWHITE

STARKWHITE GALLERY ASSISTANT – POSITION DESCRIPTION

Leading New Zealand gallery Starkwhite is seeking a Gallery Assistant to work alongside the small team at their Auckland location on a full-time basis. This is a unique and dynamic opportunity for an individual who is looking to learn many aspects of gallery operations and work with an exceptional list of New Zealand and international artists.

Primary responsibilities include:

General office administration.

Opening and closing of the gallery and office space.

Maintaining a clean and tidy exhibition space and office.

General management of office, including juggling incoming and outgoing phone calls and emails in a bright and professional manner.

Serving as a resource for our clients and the public, answering questions about current exhibitions and the gallery's programming at large.

Installation of gallery exhibitions and viewings including handling and installing important artworks. Delivery and installation of artworks within collectors homes.

Preparing and painting gallery spaces for exhibition changeovers.

Packing artworks for shipment and storage.

Assisting with gallery openings, special events and meetings, such as the preparation of beverages, room sheets, catalogues etc.

Assisting with general management of artists and artist studio needs, communicating with external contacts, requests, press, image requests, general studio requests and events.

Monitoring all artists' solo/group exhibitions, both domestic and international.

Additional office support as needed/requested.

Qualifications:

The ideal candidate will have relevant university qualifications (Art History, Curatorial, Arts Management).

Related professional experience is favourable.

A strong personal interest in art but also a natural ability to talk and think about it in terms of a broader audience. Excellent writing, organisational and communication skills, the ability to time manage, multitask and meet deadlines. Ability to work independently and as part of a team.

Understand the importance of discretion while working in the gallery and with collectors.

Strong attention to detail.

Working knowledge of Adobe Creative Suite, Microsoft Office and professional use of a digital camera is highly sought after.

Working knowledge of power tools is also essential. A full New Zealand Drivers License

Position hours are Monday to Friday, 8.30am to 5 pm. Candidates will occasionally need to work additional hours.

Please provide a cover letter outlining why you are a good fit for this position and a current CV. Please direct to contact@starkwhite.co.nz

Applications close on Friday 27 October 2023 Salary dependent on experience.