

PACE

Pace Gallery is seeking an outgoing, personable and organized **Studio Manager** for Yto Barrada, our contemporary artist, to provide general administrative support, facilitate communication, manage the artist's/studio's calendar, and maintain organizational inventory systems. The Studio Manager will serve as the main point of contact for the studio and will be responsible for handling all internal and external communication (email, phone, etc.). The Studio Manager will also oversee and assist with planning for an upcoming exhibition. The ideal candidate will have a thorough knowledge of contemporary art, proven experience providing administrative support in a studio setting, in addition to strong art handling and packing experience.

This is a temporary, part-time position with a maximum of 3 days per week at the studio's Brooklyn, NY location, and runs from January through mid-April.

Responsibilities

- Handle all incoming and outgoing correspondence on behalf of artist (emails, calls and mail) and ensure appropriate follow up as needed.
- Coordinate with external parties including clients, galleries, museums, printers, framers, etc.
- Maintain an inventory of artworks, materials and supplies (replenishing as appropriate). Order materials and coordinate storage as needed.
- Manage artist and studio calendars.
- Schedule all appointments, make reservations and travel arrangements as needed.
- Provide general and administrative support to artist including filing, organizing, etc.
- Organize the studio and ensure items are properly stored and maintained at all times.
- Assist artist with safely packing artworks for shipment. Coordinate pickup/shipments as needed.
- Track all studio expenditures.
- Conduct research for upcoming projects upon request.
- Additional projects as assigned.

Qualifications

- BA Degree preferred in Art History or Studio Art.
- 1 - 2 years of administrative experience within a studio setting.
- Strong knowledge of Photoshop required.
- Must be positive, proactive, committed and possess strong listening skills.
- Must be willing to assist in physically moving works within the studio.
- Excellent verbal and written communication skills required.
- Must be punctual, dependable, and exercise discretion.

Please submit a letter of interest along with your most recent resume to: jobs@pacegallery.com, with '**Studio Manager**' in the subject line. Due to time sensitivity involved priority will be given to candidates who are available for in-person interviews during the last week of November and first week of December.

Pace Gallery is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.

Position posted on: November 22, 2017