

PACE

Pace Gallery is seeking a bright, passionate, and experienced **Sales Assistant** to provide executive level support to our New York based President and Senior Dealer. This position is responsible for managing all administrative, sales, and exhibition related activities and is critical in ensuring that our Dealer's office operates seamlessly. You are a creative and proactive team player who has a vast knowledge of and interest in the contemporary art market, who is hardworking, who is positive and enjoys a collaborative working environment.

Assistant Responsibilities:

- Proactively manage President's calendar and prioritize meetings, resolve schedule conflicts, and confirm arrangements.
- Coordinate and arrange domestic and international travel details.
- Compile all expense related receipts and submit expense reports.
- Address all incoming and ongoing artists' and clients' requests.
- Represent the President with a high degree of professionalism and confidentiality.
- Provide confidential executive assistant support while anticipating and being proactive about daily needs.

Sales Responsibilities:

- Prepare materials and documents for offers, exhibition checklists, and viewings.
- Track and monitor all sale invoices, payments, and artist inventory.
- Work closely with Registrars on all sales, consignments, loans, and exhibition related activities, including viewings.
- Coordinate with fellow gallery staff and departments all pre- and post-sale details.
- Create and implement systems to elevate efficiency and effectiveness of existing administrative processes.

Qualifications:

- At least 2 years proven experience in administrative, sales or dealer support.
- Strong written and verbal communication skills, along with high attention to detail.
- Degree in Art History, Fine Art or relevant field, preferred.
- Ability to remain calm under pressure and be flexible to changing priorities.
- Ability to understand and anticipate the Presidents/Senior Dealer's needs.
- Work effectively as a team member and as an individual contributor.
- Knowledge of contemporary art market is a plus.
- Extensive experience in Microsoft Outlook, Excel, Word as well as database systems.

This position is based at our Midtown New York office with a Monday through Friday schedule. In addition to an energetic and progressive work environment, Pace offers a competitive benefits package, including medical, dental and vision insurance, retirement plans with a company match, flexible spending accounts and commuter benefits. We encourage a healthy work/life balance and offer a generous vacation policy.

To apply for this position please submit a cover letter and resume to jobs@pacegallery.com, with 'Sales Assistant,' in the subject line.

Pace 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 1/2/2018