

Gallery Assistant

Pace gallery is seeking an outgoing, enthusiastic and personable candidate to join our **Gallery Assistant** team. In this role, you will be responsible for greeting visitors, answering all calls, email and in-person inquiries, and directing messages to the appropriate staff members, as well as providing general administrative support. You will be highly organized, possess excellent communication skills, enjoy handling a wide range of responsibilities and will take pride in your work.

The schedule for this position is Tuesday – Saturday, with flexibility for events and openings. Please note this position is for immediate hire based out of our New York gallery.

About the Role:

- Greet all incoming visitors, clients, and press, both in person and by phone.
- Act as an initial point of contact and answer any questions or concerns.
- Assist with private viewings, special events, and openings.
- Mentor new team members and interns.
- Receive, organize, distribute and send physical mail.
- Maintain overall appearance and tidiness of general gallery spaces, book display, as well as communal areas.
- Treat sensitive information with discretion and confidentiality
- Provide administrative assistance to other internal departments as needed.

About You:

- Bachelor's degree with 1+ years related work experience.
- Prior experience working in a gallery, auction house, or museum.
- Maintain poise and professionalism to interact with varying levels of management.
- Ability to effectively communicate with a diverse range of people.
- Have a thorough knowledge of, and passion for, contemporary art.
- Ability to work independently and within a collaborative team environment.
- Thorough knowledge of Microsoft/Outlook and database programs.

In addition to an active 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 'Gallery 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: February 12, 2018