

# PACE

## Gallery Assistant

Position posted on: July 25, 2018

New York

Pace Gallery is seeking an outgoing and personable candidate to join our **Gallery Assistant** team with a focus on visitor and client interaction and sale assistance. In this role, you will be responsible for answering all calls, greeting our visitors, emails 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, and enjoy engaging with the public.

Please note this position is for immediate hire and comes with a Tuesday through Saturday schedule, with flexibility for events and openings.

### About the Role:

- Greet all incoming visitors, clients, and press, both in person and by phone.
- Answer and direct all incoming phone calls.
- Act as an initial point of contact and answer any questions or concerns.
- Work with the Sales team to prepare for upcoming gallery exhibitions.
- Maintain excellent understanding of current exhibitions to convey to visitors the concepts behind each show.
- 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 art advisory firm.
- Strong administrative skills including answering the phones, email correspondence, responding to public inquiries, and working directly with staff and clients.
- Previous experience assisting in sales, entry-level or internship experience required.
- Maintain poise and professionalism under pressure when interacting with varying levels of management.
- Possess a friendly and approachable demeanor while interacting with staff and public.
- Ability to effectively communicate with a diverse range of people.
- Have a thorough knowledge of Pace Gallery artists and a genuine passion for contemporary art.
- Energetic, committed, flexible team-player with a self-starting, 'can do' approach.
- Thorough knowledge of Microsoft/Outlook and database programs.

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In addition to an active and progressive work environment, Pace Gallery 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](mailto:jobs@pacegallery.com), with 'Gallery Assistant,' in the subject line.

*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.*