



Operations Director

Position posted on: September 06, 2018

London

Pace Gallery is seeking an experienced and detail-oriented Operations Director for our London gallery location to oversee budgets, facilities, construction projects and to enforce technical policies and procedures as required by Pace New York. This individual will establish operational workflows related to the art handling, registrarial, shipping and accounting functions.

The Operations Director will also collaborate with our New York, California, Geneva and Asia teams to advance Pace Gallery's holistic brand and vision globally.

Responsibilities

- Oversee art handler, registrar, shipping, accounting functions within PGL.
- Manage and control PGL operational expenditures within approved budget in close coordination with Chief Operating Officer (COO) and Managing Director (MD).
- Responsible for overall appearance and functionality of all gallery and office facilities. Ensure safety, security, proactive maintenance and general upkeep of all PGL gallery locations.
- First point of contact for all HR queries, oversee and coordinate recruitment process for London gallery.
- Responsible for human resources functions related to local staff management and general compliance including new hire process, employee performance (for direct reports only), employee relations issues (general staff) and terminations. Work closely with MD and HR Director in New York on all human resources-related issues.
- Effectively identify and manage all third party vendor relationships, contracts, and budgets and ensure appropriate service levels and costs for all business services (e.g., security, IT, phone service, shipping and storage systems, office supplies, etc.)
- Oversee all PGL construction, expansion and maintenance projects in conjunction with COO and MD:
 - Evaluate and present construction/build-out cost estimates
 - Interview, select and supervise appropriate contractors
 - Identify opportunities with regard to physical space in new regions
- Liaise with Managing Director of PGL and relevant figures in The Pace Gallery NY to understand all operational development needs for PGL.
- Contribute to the evaluation and development of operational strategy and performance with the executive management committee.
- Ensure all operational activities meet and integrate with organizational requirements as well as local legal stipulations regarding health and safety
- Participate in other Operational projects as directed.

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Qualifications

- B.A. degree in Management, Fine Arts, or related field.
- A minimum of 3 years' continuous experience in an art gallery, auction house or a contemporary art organization
- At least 3 years' experience managing a team
- Be comfortable working with and developing budgets
- Proficiency in Microsoft Office Suite
- Must possess a professional, positive work demeanor and the ability to work effectively with vendors, clients, and co-workers.
- Excellent communication and interpersonal skills, with proven ability to take initiative and build strong, productive relationships.
- Prior experience working in an auction house, art advisory or gallery
- A genuine interest and passion for modern and contemporary art.

To apply for this position, please submit a cover letter and resume to jobs@pacegallery.com, with 'Operations Director,' 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.