

# PACE

## Gallery Assistant

Position posted on: January 30<sup>th</sup>, 2019

New York

Pace Gallery is seeking an outgoing and experienced candidate to join our **Gallery Assistant** team with a focus on visitor and client interaction and overall sale team assistance. In this highly visible role, you will be responsible for greeting our visitors and clients, answering in-person inquiries and calls, overseeing the general gallery email and providing key administrative sale support to our sales team, as well as participating in our gallery openings and special events. You pride yourself in being highly organized, personable 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:

- Maintain excellent and thorough understanding of our current exhibitions and convey to visitors the concepts behind each show
- As an initial point of contact greet all incoming visitors, clients and press, and address any questions or concerns
- Answer and direct all incoming phone calls to the appropriate contacts and departments
- Work closely with our sales team to prepare for upcoming gallery exhibitions
- Take initiative to familiarize yourself with updates relating to our inventory and current shows
- Assist with private viewings, special events, and openings
- Assist with on-boarding and mentoring of new team members and interns
- Receive, organize, distribute any incoming mail and packages
- Monitor and maintain the overall appearance and tidiness of general gallery spaces, book displays, as well as communal areas
- Treat sensitive information with discretion and confidentiality
- Provide administrative assistance to other internal departments when needed

### About You:

- Bachelor's degree with 1+ years related work experience in a sales related role, internship or entry-level position in a gallery, auction house, or art advisory firm is required
- Strong administrative skills including answering phones, managing email correspondence, responding to public inquiries, and working directly with staff and clients
- Maintain poise and professionalism under pressure and effectively communicate with a diverse range of people
- Possess a friendly and positive demeanor and genuinely enjoy interacting with the public and staff
- Have a thorough knowledge of Pace Gallery artists and a genuine passion for contemporary art
- 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.*