

Gallery Assistant

NOW Gallery

Salary £18K - £23K permanent (Reporting to the Cultural Projects Manager)

NOW Gallery is Greenwich Peninsula's public arts space dedicated to showcasing the world-class art commissions whilst providing a platform for emerging artists and designers. The gallery presents 5 exhibitions annually which span fashion, design, applied arts and photography. We are looking for a creative, warm and engaging graduate to be our first point of contact and support with the day to day running of the gallery space, delivering the best audience experience.

Front of House

- Represent NOW Gallery: Smart appearance and being the first point of contact for gallery visitors
- Explaining each exhibition's narrative to gallery visitors.
- Monitoring visitor numbers and logging visitor figures.
- Responsible for answering and logging email and phone enquiries.
- Invigilating NOW Gallery exhibitions.
- Ordering and monitoring print leaflets and exhibition catalogue stock levels.
- Responsible for operational signage and the general upkeep and appearance of the gallery space.

Gallery Office Management

- Supporting the Curators and annual exhibition programme.
- Procuring gallery furniture, lighting.
- Supporting exhibition curators and project managers with exhibition installation planning, scheduling and event calendars.
- Creating gallery presentations.
- Scheduling weekend rotas for volunteers and invigilators.
- Scheduling exhibition project team meetings.
- Manage gallery office filing, magazine subscriptions and deliveries.

Events and Marketing

- Co-ordinating Private Views and NOW Later Events.
- Managing gallery mailchimp, Artsy profile and event guestlists.
- Co-ordinate venue diaries.
- Liaising with Front of house teams, Operations Manager, Health and safety representatives.
- Liaison for social media platforms, twitter, Facebook, Instagram, Tumblr.
- Co-ordinating exhibition photography.

How to Apply:

Submit your CVs (with relevant experience) accompanied by a covering letter detailing why you are suitable for the role.

Deadline for submissions: midday, 25 February 2019

About Greenwich Peninsula:

On [Greenwich Peninsula](#), London is transforming. This almost-island of opportunity presents a blank canvas to imagine, to create, to build; an opportunity for a new London.

The Peninsula's first settlers are creating a new urban neighbourhood across an area twice the size of Soho. With 15,000 new homes, 13,000 new jobs and 7 diverse new neighbourhoods emerging the Peninsula will be the capital's most boldly modern landscape. The new [Design District](#) launches in 2020, cutting-edge design and media university Ravensbourne is here, and a 5km linear park opens this summer; here is a celebration of new creative energy and ideas all wrapped by the Thames.